General Statement of Duties

Performs entry-level inspection work ensuring compliance with City standards and ordinances, enforcing compliance, and may issue citations, orders, or summonses.

Distinguishing Characteristics

The City Inspector is the first class in a three part series. The City Inspector performs entry-level inspection work and is distinguished from the Associate City Inspector that performs intermediate-level inspection work.

Guidelines, Difficulty and Decision-Making Level

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received & Quality Review

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised

None

Essential Duties

Performs entry-level inspection work to ensure compliance with City standards and ordinances, and enforces compliance by monitoring and re-inspecting work or violations to ensure compliance with standards and specifications, through onsite audits, reviews, and inspections.

Learns applicable codes, standards, and ordinances, and receives guidance on larger and more complex inspections.

Investigates and resolves complaints regarding zoning, health, housing, public right-of-way, solid waste, and other compliance issues, and may issue citations, notices, stop work orders, or summonses.

Recognizes and identifies existing and potential code violations as assigned and discusses issues with supervisor.
Writes reports and maintains records and documents for historical accounts associated with tracking permits, projects, legal actions, and compliance issues.

Assesses and evaluates approved construction and improvement plans for conformance with City standards and guidelines and determines the proper course of action to ensure compliance.

By position, inspects residential and commercial permitted construction projects with regard to bulk plans, property setbacks, fences, and structural additions in compliance with zoning ordinances specific to land use.

By position, inspects residential and commercial public right-of-way permitted construction projects with regard to sidewalks, curbs, gutters, streets, and alleyways in compliance with engineering standards and codes.

By position, reviews and approves Traffic Control Plans to ensure proper safety safeguards are in place and vehicle traffic is properly detoured.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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<th>Competencies</th>
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<td>Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.</td>
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<td>Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.</td>
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<td>Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.</td>
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<td>Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.</td>
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<td>Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.</td>
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<td>Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.</td>
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<th>Knowledge &amp; Skills</th>
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<td>Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce compliance and issue permits.</td>
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<td>Skill in conducting investigations to ensure compliance with applicable rules and regulations.</td>
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<th>Education Requirement</th>
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<td>Graduation from high school or the possession of a GED, HiSET or TASC Certificate.</td>
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**Experience Requirement**

Two (2) years of public contact experience explaining policies, procedures, statutes, rules, and regulations and relating them to specific situations.

**Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver’s License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls and inquiries.
Subject to long irregular hours.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Potential exposure to extremes of heat and cold in all weather conditions.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Standing: remaining on one's feet in an upright position.
- Walking: moving about on foot.
- Sitting: remaining in the normal seated position.
- Carrying: transporting an object, usually by hand, arm, or shoulder. Climbing: ascending or descending objects usually with hands/feet. Balancing: maintaining body equilibrium to prevent falling over.
- Stooping: bending the body by bending spine at the waist.
- Crouching: bending body downward and forward by bending legs. Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by the ear.
- Eye/hand/foot coordination: performing work through using two or more.
- Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
- Far Acuity: ability to see clearly at 20 feet or more.
- Near Acuity: ability to see clearly at 20 inches or less.
- Depth Perception: ability to judge distances and space relationships. Field of Vision: ability to see peripherally.
- Accommodation: ability to adjust vision to bring objects into focus.

**Background Check Requirement**

Criminal Check
Employment Verification
By position, Motor Vehicle Record

**Assessment Requirement**

None
Probation Period
Six (6) months.

Class Detail
Pay Grade: N-615
FLSA Code: N
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date: 6/11/2019
Revised By: Ryland Feno
Class History:
6/11/19 - Updated working environment verbiage.