



Office of Human Resources
City Inspector III – CN2026
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General Statement of Duties

Performs full performance level inspection work on complex inspections while ensuring compliance with City standards and ordinances and investigates citizen complaints regarding violations. Employees in this classification may perform lead works duties.

Distinguishing Characteristics

The City Inspector III is the third class of a three-part series. The City Inspector III is distinguished from the City Inspector II that performs intermediate level inspection and enforcement work on routine level projects to ensure compliance with City standards and ordinances and investigates citizen complaints regarding violations. It is also distinguished from the City Inspector I that performs entry level inspection and enforcement work to ensure compliance with City standards, ordinances and investigates citizen complaints of violations.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Performs complex 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 specific engineering standards, zoning ordinances, property maintenance codes, housing, and business licensing ordinances.

Provides standard day-to-day training and assistance to lower level City Inspectors and provides on-going performance feedback to Inspection Supervisor.

Serves as first point of contact for lower level Inspectors in the field to answer questions and resolve problems encountered during difficult inspections and recommends consistent standards for problem resolution.

Investigates and resolves routine complaints regarding zoning, residential health and housing, solid waste, park permitted projects, vacant and derelict buildings, and other compliance issues and presents information to citizens regarding code violations, and may issue citations, stop work orders, or summonses.

Regularly represents the City as a subject matter expert in presenting testimony and historical facts regarding code violations in a hearing or court setting.

Makes recommendations to assist citizens and contractors with compliance issues, may order repair or replacement of substandard work, and develops conformance plans to gain compliance with City standards and ordinances.

Coordinates inspections with other City agencies and departments where inspections cross over into other specialized areas.

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.

Prepares and maintains detailed inspection reports for assigned projects which includes taking photos and videos of violations and progress of project.

Approves and signs off on Certificates of Occupancy once work is completed within engineering standards or zoning ordinances.

Performs other related duties as assigned.

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

Competencies

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

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.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce compliance and issue permits.

Skill in conducting investigations to ensure compliance with applicable rules and regulations.

Education Requirement

Graduate from high school or possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years' experience performing inspections to ensure compliance with standards and ordinances at the intermediate level.

Education and Experience Equivalency

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

Licensure and/or Certification

This job requires driving. 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

Potential exposure to cement dust.

Potential exposure to dust.
Potential exposure to temperature changes: variations in temperature from hot to cold.
Occasional pressure due to multiple calls and inquiries.
Personal Safety: aware of surroundings, people, and events.
Pressure due to multiple calls and inquiries.
Subject to injury from moving parts or equipment.
Subject to many interruptions.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.
Temperature Changes: Variations in temperature from hot to cold when works in the field.

Level of Physical Demands

3-Medium (20 - 50 lbs.)

Physical Demands

Carrying: Transporting an object; usually by hand, arm, or shoulder.
Color vision: Ability to distinguish and identify different colors.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Field of Vision: Ability to see peripherally.
Fingering: Picking, pinching, or otherwise working with fingers.
Handling: Seizing, holding, grasping, or otherwise working the hand(s).
Hearing: Perceiving the nature of sound by the ear.
Kneeling: Bending legs to come to rest on one or both knees.
Neck Flexion: Moving neck upward/downward.
Reaching: Extending the hand(s) and arm(s) in any direction.
Repetitive motions: Making frequent movements with a part of the body.
Sitting: Remaining in the normal seated position.
Standing: Remaining one one's feet in an upright position.
Talking: Expressing or exchanging ideas by means of spoken words.
Typing: Ability to enter words at a speed of minimum 30 wpm.
Vision Far acuity: Ability to see clearly at 20 feet or more.
Vision Near acuity: Ability to see clearly at 20 inches or less.
Walking: Moving about on foot.
Written Comprehension
Moving objects weighing no more than 50 pounds from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-620

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 05/05/2020

Revised Date: AD

Class History:

05/05/20 – Updated job description and changed title from Senior City Inspector as part of the Inspector Study.