



Office of Human Resources
City Inspector I – CN1856
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General Statement of Duties

Performs entry level inspection work while ensuring compliance with City standards, ordinances as well as investigates citizen complaints of violations.

Distinguishing Characteristics

The City Inspector I is the first class in a three-part series. The City Inspector I performs entry-level inspection work and 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 III that performs full performance level inspection and enforcement work on complex inspections, ensures and enforces compliance with City standards and ordinances, and investigates citizen complaints regarding violations.

Level of Supervision Exercised

None

Essential Duties

Performs entry-level inspection and enforcement 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.

Trains and assists with investigations and resolves complaints regarding zoning, park permitted projects, housing, 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.

Issues notices to contractors, property owners and residents when not complying with ordinances and codes.

Writes reports and maintains records and documents for historical accounts associated with tracking permits, projects, legal actions, and compliance issues.

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

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

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.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

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

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

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

Experience Requirement

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

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-616

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 City Inspector as part of the Inspector Study.