General Statement of Duties

Performs full performance level inspection work on complex inspections, ensures compliance with City standards and ordinances, enforces compliance, and issues permits, citations, notices, summons, and citations.

Distinguishing Characteristics

The Senior City Inspector is the third class of a three part series. The Senior City Inspector performs full performance level inspection work and is distinguished from the Associate City Inspector that performs intermediate-level inspection work. The Senior City Inspector may also perform lead work over other inspectors.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

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

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 or zoning ordinances specific to land use through onsite audits, reviews, and inspections.

Investigates and resolves complaints regarding zoning, health, housing, solid waste, public right-of-way (streets, curbs, gutters, and alleyways), vacant and derelict buildings, and other compliance issues and presents information to citizens and contractors regarding code violations, and may issue citations, stop work orders, or summonses.
Interprets, adapts, and applies appropriate written guidelines, precedents, and standardized work practices to a variety of problematic situations with regard to zoning ordinances and engineering standards.

Trains and provides assistance to City Inspectors and Associate City Inspectors, provides on-going feedback regarding levels of performance, and may assists in the evaluation of inspectors.

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

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

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.

Measures vertical and horizontal distances in order to calculate angle slopes to ensure compliance with engineering standards and zoning ordinances with regard to bulk planes, elevations, and grades.

Reviews and approves Traffic Control Plans to ensure proper safety safeguards are in place and vehicle traffic is properly detoured.

Researches standards and ordinances, writes reports, and maintains records and documents for historical accounts associated with tracking permits, projects, legal actions, and compliance issues.

Approves and signs off on Certificates of Occupancy once work is completed within engineering standards or zoning ordinances, and may issue stop work order if work is not compliant.

By position, represents the City as a subject matter expert in presenting testimony and historical facts in legal matters, hearings, and court sessions with regard to zoning code violations.

By position, reviews and approves permits for businesses and vendors that operate in the public right-of-way.

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.

**Competencies**

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.

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.

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.

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

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

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 experience of performing inspections to ensure compliance with standards or ordinances at the intermediate-level.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirement, except for one year of experience of the type and at the level of Associate City Inspector.

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-619
- FLSA Code: N
- Management Level: 9
- 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.