

**JOB TITLE: Code Compliance Technician Inspector**

**JOB CODE: 10.03**

**GRADE: 13**

**CLASSIFICATION: Non-Exempt**

**PURPOSE OF THE POSITION:** Investigates violations of codes where warranted and prepares the paperwork necessary to take cases before the Code Compliance Special Master. Presents cases to the Code Compliance Special Master and performs follow-up as required by the Special Master's decision. Insures that the basic minimum housing standards deemed essential for safe and healthful living are provided in all the housing units in the City. Locates and corrects any existing unsafe units. Inspects new and existing buildings and structures for zoning code compliance. Informs the public on interpretations for the code and changes in the code.

**MINIMUM QUALIFICATIONS:** Graduation from high school or equivalent and at least three (3) years experience as a building inspector, engineer, architect, superintendent, foreman/woman or competent construction mechanic in charge of construction. College courses working in architecture, engineering, building construction, or related sciences may be substituted for a maximum of two (2) years of this experience. Level I FACE certification preferred or the ability to secure certification within twelve (12) months of employment.

**SPECIAL REQUIREMENTS:**

- Knowledge of ordinances, codes and regulations, plus knowledge of State laws and regulations enforced by the City.
- Ability to prepare clear and comprehensive reports stating the facts and circumstances.
- Ability to deal with irate citizens in a courteous and effective manner.
- Ability to make on-site inspections that can include climbing multiple flights of stairs and ladders.
- Good vision to detect code compliance violations on site required.
- Thorough knowledge of modern building and zoning practices
- Thorough knowledge of local Housing, Building and Zoning Codes.
- Ability to understand and interpret codes, plans and specifications.
- Ability to establish and maintain cooperative relationships with fellow employees, contractors, architects, engineers, public officials and the general public.
- Ability to enforce housing and zoning codes and related ordinances with firmness, impartiality and tact.
- Ability to use electronic data retrieval devices.

**ESSENTIAL FUNCTIONS:**

- Investigates reports of violations of City enforced laws, codes and regulations.
- Makes zoning inspections in the course of construction and upon complaint.
- Prepares and reviews cases with the Prosecutor in preparation for trial, testifies before the Code Compliance Special Master, performs follow-up investigations of the site to verify that the violations have been corrected to comply with the imposed requirements which are established by the decision of the Code Compliance Special Master.

- Works with all governments, City departments and agencies that have a need for code assistance to aid them in preparing information necessary for code compliance activities.
- Does research at Probate Court, Recorder of Deeds and Property Appraiser and other agencies.
- Prepares notices of violation for substandard buildings and zoning code violations.
- Makes re-inspections as required and prepares follow-up notices as necessary on structures where corrections are not made.
- Prepares and submits reports of all inspections made.
- Works in cooperation with other agencies to insure that their criteria are met and to secure any benefits they may have for the residents of the City.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACT:** Extensive public contact.

**SUPERVISION RECEIVED:** Assignments are general with some latitude for use of independent judgment in work methods and procedures. Incumbent is under general direction of the Coordinator, Code Compliance or designated representative.

**SUPERVISION EXERCISED:** None.

**PHYSICAL REQUIREMENTS:** This is light work requiring exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently. Position requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Incumbent is subject to inside and outside activities with no effective protection from weather changes. Visual acuity is required to inspect property for compliance with code provisions. Incumbent is also subject to atmospheric conditions, job hazards, and noise. Position requires hearing sufficient to accurately perceive information at normal spoken word levels.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.