



Career Service Authority
Associate City Inspector

Page 1 of 4

GENERAL STATEMENT OF CLASS DUTIES

Performs standard level inspection work ensuring compliance with City standards and ordinances, enforces compliance, and issues citations, notices, orders, summons, and permits on projects involving public and private entities.

DISTINGUISHING CHARACTERISTICS

This is the second class of a three level series. This class performs standard level inspection work. This class is distinguished from the City Inspector that performs entry-level inspection work and the Senior City Inspector that performs full performance level inspection work.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and 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 Communications and 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:

Performs lead work over City Inspectors and/or investigators.

ESSENTIAL DUTIES

Reviews, enforces, monitors, and re-inspects for compliance to specific statutes, rules, regulations, laws, ordinances, and City policies through on-site audits, reviews, and inspections.

Investigates and resolves complaints regarding zoning, residential health and housing, solid waste, public right-of-way, vacant and derelict buildings, and other compliance issues and presents information to citizens regarding code violations.

Researches and determines why problems are developing and recommends corrective action to a higher level inspector/investigator or a supervisor.

Issues permits, notices, orders, summons, and citations.

Conducts inspections and ensures compliance of standards and specifications, applicable codes, laws, rules, regulations, and plans such as registered and recorded PUD (Planned Unit Developments) and PBG (Planned Building Groups), Transportation and Engineering plans, Traffic and Control Plans, Business Development Plans, and survey documents.

Recommends and/or orders repair or replacement of substandard work.

Interprets, adapts, and applies appropriate written guidelines, precedents, and standardized work practices to a variety of problematic situations such as incidences involving grade changes and property layout, existing encumbrances, and non-conforming structures and uses.

Initiates appropriate action when unforeseen conditions are present such as identifying and reporting criminal activities and recognizing engineering deficiencies.

Represents the City in court when the City has cited a citizen or business for code violations.

Performs a variety of mathematical computations for bulk planes, slope conversion, sight lines, street to property calculations, and other engineering calculations.

Researches data, develops reports and enters information into the City's computer system in order to track compliance, completion, and/or billing.

Trains and provides assistance to City Inspectors and/or investigators.

.....
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.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and chooses an ethical course of action.

Conscientiousness - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

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 - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Mathematics - Performs computations such as addition, subtraction, multiplication, division, and algebraic and geometric calculations, correctly using whole numbers, fractions, decimals, and percentages.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Flexibility - Adapts quickly to changes.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

Memory - Recalls information that has been presented previously.

Reasoning - Discovers or selects rules, principles, or relationships between facts and other information.

Self-Management - Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Decision Making - Specifies goals and objectives to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the alternative in order to make a determination, draw conclusions, or solve a problem.

Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce compliance and issue permits. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

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

Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.

Physical Demands:

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 an object more than 50 pounds.
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.

Working Environment:

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

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Two years of experience of the type and at the level of City Inspector.

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 City Inspector.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt
ESTABLISHED DATE: 09/01/1998
REVISED DATE: 02/01/2003
REVISED BY: Revised existing class.