



## Career Service Authority

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### City Inspector

#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs entry level inspection work ensuring compliance with City standards and ordinances, enforcing compliance, and issuing permits, notices, orders, summons, and citations.

#### **DISTINGUISHING CHARACTERISTICS**

This is the first class of a three level series. This class performs entry -level inspection work. This class is distinguished from the Associate City Inspector that performs standard level inspection work.

#### ***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

#### ***Level of Supervision Received and Quality Review:***

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

#### ***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:***

No supervisory responsibilities.

## 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, health, housing, public right-of-way, solid waste, and other compliance issues.

Recognizes and identifies existing and potential code violations as assigned and discusses issues with supervisor.

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

Conducts inspections for compliance that may include such activities as ensuring compliance with plans, specifications, applicable codes, laws, and regulations and recommending and/or ordering repair or replacement of substandard work.

Performs a variety of mathematical computations.

Attends and completes skill development modules.

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

By position, assesses and evaluates submitted construction and improvement plans for conformance with City standards and guidelines and determines the proper course of action and/or process.

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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.  
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## 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.

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 required.

***Experience Requirement:***

Two years of public contact experience explaining policies, procedures, statutes, rules, and/or regulations and relating them to specific problems.

***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.