



## Career Service Authority

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## Senior City Inspector

### GENERAL STATEMENT OF CLASS DUTIES

Performs full performance 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 third class of a three level series. This class performs full performance level inspection work. This class is distinguished from the Associate City Inspector that performs standard level inspection work.

#### ***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 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, defended, gathered and discretion and judgement are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

Performs lead work over City Inspectors, Associate 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, health, housing, solid waste, public right-of-way, vacant and derelict buildings, and other compliance issues and presents information to citizens regarding code violations.

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.

Evaluates and determines what measures need to be taken to resolve existing or potential problems and approves recommendations from City Inspectors and Associate City Inspectors.

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

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, non-conforming structures and uses, zoning lot amendments, transfer of development rights, and federal government transportation and ADA guidelines.

Initiates appropriate action when unforeseen conditions are present such as identifying and reporting criminal activities, recommending ordinance language changes, and identifying and making recommendations to correct engineering deficiencies.

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

Grants exemptions to specifications and performs plan checks in order to gain compliance with city standards quickly and efficiently.

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

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.

Represents the City as a court liaison with the City Attorney's Office in civil and criminal cases and/or may act as a liaison with the Police Department and other City agencies.

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

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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.

**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.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Decision Making** - Specific goals and obstacles to achieving those goals, generates alternatives, considers risk, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

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.

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.

***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 Associate 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 Associate 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:*** Patricia Anderson  
***CLASS HISTORY*** Revised existing class.