



Office of Human Resources
City Inspector II – CN1825
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General Statement of Duties

Performs intermediate level inspection work on routine projects while ensuring compliance with City standards and ordinances and investigates citizen complaints regarding violations.

Distinguishing Characteristics

The City Inspector II is the second class of a three-part series. The City Inspector II is distinguished from the City Inspector I which performs entry level inspection and enforcement work to ensure compliance with City standards, ordinances and investigates citizen complaints of violations. The City Inspector II is also distinguished from the City Inspector III that performs full performance level inspection and enforcement work on complex inspections, ensures and enforces compliance with City standards and ordinances, and investigates citizen complaints regarding violations.

Essential Duties

Performs moderately difficult 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 through onsite audits, reviews, and inspections.

Investigates and resolves routine complaints regarding zoning, residential health and housing, solid waste, park permitted projects, vacant and derelict buildings, and other compliance issues, and presents information to citizens 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 regarding zoning ordinances and engineering standards.

Prepares and maintains detailed inspection reports for assigned projects which includes taking photos and videos of violations and progress of project.

Makes recommendations to assist citizens and contractors with compliance issues and may order repair or replacement of substandard work.

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.

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.

May present testimony and historical facts regarding code violations in a hearing or court setting on specific cases.

By position, ensures that parks are restored to a minimum of 90% of the preexisting conditions that existed prior to beginning of work being performed.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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

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.

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

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.

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 – 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.

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.

Level of Supervision Exercised

None

Education Requirement

Graduate from high school or possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience conducting on-site inspections and investigations to ensure compliance with standards and ordinances.

Education and Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure and/or Certification

This job requires driving. 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

Potential exposure to cement dust.
Potential exposure to dust.
Potential exposure to temperature changes: variations in temperature from hot to cold.
Occasional pressure due to multiple calls and inquiries.
Personal Safety: aware of surroundings, people, and events.
Pressure due to multiple calls and inquiries.
Subject to injury from moving parts or equipment.
Subject to many interruptions.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.
Temperature Changes: Variations in temperature from hot to cold when works in the field.

Level of Physical Demands

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.):

Carrying: Transporting or moving an object.
Color vision: Ability to distinguish and identify different colors.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Field of Vision: Ability to sharply detect or perceive objects peripherally.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Assuming a lowered position.
Lifting: Moving objects weighing no more than 50 pounds from one level to another.
Neck Flexion: Perceiving objects located above or below.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Standing: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Typing: Ability to enter words at a speed of minimum 30 wpm.
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Walking: Ability to move or traverse from one location to another.
Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check
Employment Verification
Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-11

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 05/05/2020

Revised Date: AD

Class History:

05/05/20 – Updated job description and changed title from Associate City Inspector as part of the Inspector Study.