

CITY OF GLENDALE

TITLE:	Code Inspector I	CLASS CODE:	507
REPORTS TO:	Code Compliance Supervisor	GRADE:	21
DEPARTMENT:	Code Compliance	FLSA:	N
JOB DESCRIPTION DATE:	March 3, 2006 cm		

JOB SUMMARY

Performs a variety of routine and technical fieldwork activities to ensure compliance with city codes and ordinances.

ESSENTIAL FUNCTIONS

1. Performs field inspections in response to complaints and proactively inspects an assigned geographic area to ensure compliance with various city codes and zoning ordinances.
2. Prepares and issues compliance orders for the discontinuance, removal or alteration of conditions that violate city codes or ordinances; performs follow-up inspections to ensure that corrective action has been taken.
3. Maintains effective communication with citizens and property owners in order to explain violations, code requirements and options to resolve code violations.
4. Maintains accurate, comprehensive records and documentation related to work assignments and ensures all information is kept up to date.
5. Works cooperatively with other City departments and agencies; coordinates inspections when necessary to ensure compliance.
6. Works resourcefully with citizens and property owners in order to achieve a high level of voluntary compliance.
7. Mediates disputes and negotiates solutions to resolve non-compliance problems.
8. Coordinates projects with community and/or city services in situations of hardship or other extenuating circumstances to achieve compliance.
9. Attends meetings and other public functions to inform the public on code compliance services.

SECONDARY FUNCTIONS

10. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles, practices, methods and techniques of code interpretation, application and enforceability

Routine legal procedures related to compliance of codes and ordinances

General research practices and techniques

Basic principles and procedures of report writing and record maintenance

Basic principles, practices and techniques of building and safety inspection techniques

Ability to:

Learn and apply city codes, ordinances, policies and procedures
Use a personal computer and applicable software
Respond to inquiries and complaints in a fair, tactful and professional manner
Analyze complex situations and problems; and use sound judgment in making decisions
Learn the geography of the City
Understand legal descriptions and boundary maps of real property
Communicate clearly and concisely, both orally and in writing
Establish and maintain cooperative working relationships with those contacted in the course of work

WORKING CONDITIONS

Extensive field inspections with frequent public contact often involving complex and difficult situations. Enters potentially unsafe and unsecured structures; may be exposed to other hazardous conditions.

MINIMUM QUALIFICATIONS

Two years experience in public contact work involving problem resolution preferably in a technical area such as zoning or code enforcement.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license
Required to work weekends on a rotating schedule
May be required to work other than normal business hours