

CITY OF GLENDALE

TITLE:	Code Inspector II	CLASS CODE:	508
REPORTS TO:	Code Compliance Supervisor	GRADE:	22
DEPARTMENT:	Code Compliance	FLSA:	N
JOB DESCRIPTION DATE: March 3, 2006 cm			

JOB SUMMARY

Performs a variety of routine technical fieldwork activities to ensure compliance with city codes including rental, zoning and property maintenance.

ESSENTIAL FUNCTIONS

1. Performs field inspections in response to complaints and proactively inspects an assigned geographic area to ensure compliance with various city codes that include rental, zoning and property maintenance.
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:

- Applicable rental, zoning and property maintenance codes and general understanding of building and housing codes as adopted by the city
- Familiarity with the Landlord and Tenant Act
- 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

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

Three years experience in zoning or code enforcement or a related technical field.

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

SPECIAL REQUIREMENTS

- Valid Arizona driver's license
- Certification as a Certified Property Maintenance Inspector, Zoning Inspector or related area within twelve months of appointment
- Required to work weekends on a rotating schedule
- May be required to work other than normal business hours