



JOB DESCRIPTION

JOB TITLE:	Neighborhood Code Compliance Inspector	PAY GRADE:	3
DEPARTMENT:	Building & Neighborhood Services	FLSA STATUS:	Non-Exempt
DIVISION:	Inspections	UNION:	Non-Union

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change or rescind the work assignments or to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

SUMMARY

Under the supervision of the Director of Building & Neighborhood Services, the Neighborhood Code Compliance Inspector is primarily responsible for inspection work in enforcing compliance with the City Code. This position performs a variety of building and property field inspections of existing structures and site conditions to ensure compliance with the City of Hutchinson Municipal Code and this may involve plan review for building, electrical, mechanical, plumbing codes and previous plans as required.

ESSENTIAL FUNCTIONS

- Conducts inspections of existing residential and commercial structures to determine compliance with the city's applicable residential Property Maintenance, Building, Electrical, Mechanical, and Plumbing codes;
- Inspects substandard structures and properties; prepares comprehensive reports and provides documentation and notification to the property owners; and prepares reports to be presented to City Council for condemnation procedures;
- Investigates complaints regarding violations under the City Code to determine if hazardous or illegal conditions exist; identifies necessary corrective action to resolve code violations and takes appropriate enforcement action to ensure compliance;
- Enters and tracks all field inspection data into a computer database including results, photographs, repairs, analysis, and other related information; maintains case files and reports regarding inspection activities and references database for pertinent inspection history; provides updates on cases to prosecutors and testifies in hearings as necessary;
- Issues appropriate written notices to landlords, property agents, and tenants concerning code violations and prepares correspondence and relevant documents for court proceedings when violators fail to comply with requirements; performs re-inspections to ensure resolution of violation findings;
- Educates and explains City Code requirements to landlords and tenants; provides information concerning processes for obtaining permits and licenses;
- Develops and maintains effective working relationships with complainants, property owners, property agents, landlords, tenants, contractors, and the general public to secure cooperation and compliance in regulatory and inspection matters; works in cooperation with other departments to enforce and develop City Code regulations; provides technical support to other departments;
- Prepares court cases regarding nuisance violations; issues orders for the removal of graffiti; issues orders to board up vacant open properties;
- Identifies properties without addresses by use of maps and computers; provides assistance to neighborhoods on clean up issues; provides information to neighborhood groups on services provided by the City for cleanup;
- Performs other job-related duties as deemed necessary or as assigned.

MINIMUM QUALIFICATIONS

EDUCATION:

- A high school diploma or GED is required. A closely related technical degree or some college credit is preferred.

EXPERIENCE:

- Minimum one (1) year field inspection/field construction/code enforcement or other closely related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

CERTIFICATIONS/LICENSE:

- A valid Kansas driver's license and maintain an acceptable driving history. Must obtain the following ICC Certifications: International Property Maintenance Code and Residential Building Inspector within one-year of employment.

OTHER CHARACTERISTICS

KNOWLEDGE OF:

- Property Maintenance codes, and building codes, City ordinances, and state statutes as they apply to existing and substandard structures;
- Property maintenance, building inspection methods, code enforcement methods, and other practices/procedures including documentation;
- Techniques, methods, and materials of residential building systems and construction;
- Stages of construction when possible violations and defects in building, electrical, and plumbing may be most easily observed and corrected;
- Legal procedures pertaining to failure to comply with enforcement;
- Rehabilitation practices and codes;
- Principles and practices of files and records management;
- Computer operations and related software including word processing, spreadsheets, and databases;
- Safety procedures, applicable traffic laws, and operation of City vehicles;
- City and department policies and procedures;

SKILLED IN:

- Data entry and code enforcement software designed to track and record code enforcement cases;
- Organization to document and maintain accurate records of inspections and compliance assurance activities;
- Utilizing software applications to retrieve information and generate reports and notices;
- Effective relationship building, attentive listening, and public interaction with citizens, other City departments and external agencies;
- Good judgment and tact to recommend and/or initiate code compliance actions in accordance with guidelines;
- Clear and concise verbal and written communication methods including the use of a computer and/or mobile/portable devices.

ABILITY TO:

- Effectively work independently with limited field supervision;
- Effectively interpret and apply code requirements and standards to determine the extent of compliance and the need for alterations;
- Maintain a professional appearance and conduct when working with citizens and officials of the City;
- Operate general office equipment such as computers, software applications, calculators, printers, copiers, and phone in addition to departmental equipment used for performing inspections;
- Function in stressful and/or confrontational situations that require negotiation;
- Acquire and continually maintain a thorough knowledge of codes and construction related regulations;

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- Develop, follow, and adhere to safe work habits, rules, practices, and policies;
- Secure cooperation and compliance with contractors, building owners, tenants, and the general public in regulatory and inspection matters;
- Respond to inquiries and complaints from the public in a tactful manner;
- Understand and follow oral and written instructions;
- Read and comprehend written material of a technical nature including construction plans and specifications and;
- Effectively communicate and explain code compliance requirements to all appropriate persons.

ENVIRONMENTAL CONDITIONS & PHYSICAL DEMANDS

ENVIRONMENTAL CONDITIONS:

Work is conducted both in an office environment and outside with regular exposure to weather extremes, noise, unsanitary conditions, and potentially infectious materials. The employee must be able to work eight (8) hour shifts during regular business hours in order to communicate with peers, supervisors, citizens customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is required to safely operate a city vehicle to travel between inspection sites: transverse uneven terrain: stand for lengthy periods of time; ascend and descend steps; and bend, stoop, crouch kneel and/or crawl to look into or under building crawl spaces, cellars, attics, and foundations. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee works in a dynamic environment that routinely requires use written and oral communication skills; the ability to read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or new skills; work under deadlines with routine interruptions; interact with city staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

Apply by visiting the City of Hutchinson employment website:

<https://hutchinsonjobs.hyrell.com/UI/Views/Applicant/VirtualStepCareers.aspx>