

CITY OF GLENDALE

TITLE:	Code Inspector III	CLASS CODE:	510
REPORTS TO:	Code Compliance Supervisor	GRADE:	23
DEPARTMENT:	Code Compliance	FLSA:	N
JOB SPECIFICATION: June 26, 2008 cm			

JOB SUMMARY

Under general supervision, performs field inspections to ensure compliance with complex city codes that include multi-family rental property (i.e. premises, structures and systems) and/or commercial property zoning (i.e. land use, sign code regulations, landscape, and design review standards). Coordinates activities within special project areas and prepares detailed reports.

ESSENTIAL FUNCTIONS

1. Performs field inspections in assigned specialty category and within special project areas.
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 accurate, comprehensive records and documentation related to work assignments and ensures all information is kept up to date.
4. Provides lead direction to code inspectors that may include training on advanced codes, assigning and monitoring workloads and reviewing work product.
5. Handles cases that are particularly politically sensitive or complex.
6. Plans, develops and implements special compliance project areas.
7. Oversee code related activities within a special project area: coordinates activities of other departments as appropriate.
8. Prepares detailed reports on special project assignments for management.
9. Conducts in-house training for code inspectors on general code interpretation, procedures and processes.
10. Assumes duties of Code Supervisor as necessary.

SECONDARY FUNCTIONS

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Rental property codes, technical property maintenance codes, commercial zoning and landscape regulations
International Building Codes and International Residential Codes as adopted by the City
Arizona Revised Statutes applicable to rental property
Arizona Landlord and Tenant Act
Legal procedures related to compliance of codes and ordinances
Principles, practices, methods and techniques of code interpretation, application and enforceability
Basic principles, practices and techniques of building and safety inspections

Ability to:

- Conduct research; analyze, interpret and report findings and recommendations; prepare clear, concise reports
- Effectively deal with the public in general and difficult work situations
- Work independently with limited supervision
- Oversee special projects and assignments and coordinate the work of others
- Resolve code related issues through negotiation, facilitation and persuasion
- Provide lead direction and train staff
- Establish and maintain effective relationships with citizens, citizen groups, neighborhood leaders, elected officials, city departments and staff
- Communicate effectively both verbally and in writing

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

Six years experience in zoning or code enforcement preferably involving commercial zoning, rental property codes or related technical codes.

Any equivalent combination of training, experience and education 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 and may be required to work other than business hours