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## **JOB DESCRIPTION**

### **MULTI-DISCIPLINE INSPECTOR (CODE ENFORCER)**

#### **General**

This is a non-exempt full-time benefit-eligible position offering a comprehensive benefits package including paid vacation, paid sick leave, paid holidays, tuition reimbursement and employee health, dental, life, vision, disability insurance and retirement programs.

#### **Job Summary**

This position is responsible for the inspection of new and renovated construction projects in the City of Bellefontaine Neighbors and for the enforcement of City Codes and Ordinances. Work is performed under general supervision and is reviewed in accordance with established standards and objectives.

#### **Essential Duties and Responsibilities**

1. Inspects existing properties for rental occupancies and new business licenses.
2. Inspects existing structures for health and life safety minimum standards.
3. Conducts on-site inspections of institutional, industrial, commercial and residential construction projects to verify compliance with building, mechanical, plumbing, electrical, zoning, and engineering codes, as well as with city ordinances and property maintenance standards.
4. Assists external and internal customers, city residents, architects, engineers and others in the interpretation and application of relevant codes and ordinances.
5. Conducts field investigations; inspects properties for violations; contacts property owner to resolve violations; issues and posts warning notices; schedules and performs follow-up activities to gain compliance.
6. Receives and responds to citizen complaints and reports from other agencies and departments regarding alleged violations; interviews complainant and witnesses; conducts investigations and provides recommendations for resolutions.
7. Provides proactive code enforcement by patrolling assigned areas to identify and

evaluate ordinance violations.

8. Occasional attendance required at Municipal Court, Mayor and Board of Aldermen meetings, and Community meetings.
9. Performs other related duties as assigned.

### **Guidelines**

Guidelines include International Code Council Building Codes, the National Electric Code, ADA guidelines, and city ordinances and zoning regulations. These guidelines require judgement, selection and interpretation in application.

### **Complexity and Scope of Work**

1. The work consists of varied inspection and code enforcement duties. Strict regulations and strict deadlines contribute to the complexity of the position.
2. The purpose of this position is to complete inspections to ensure compliance with relevant codes and ordinances. Success in this position contributes to the provision of a safe and healthy environment for the general public.

### **Qualifications**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Qualifications**

1. Graduate from a general or technical high school.
2. Knowledge of relevant building, mechanical, plumbing, residential, fuel gas, electric, and energy conservation codes.
3. Knowledge of building construction practices and terminology.
4. Knowledge of relevant zoning, nuisance abatement, property maintenance, building, and health and safety codes.
5. Knowledge of municipal code enforcement principles and practices.
6. Knowledge of computers and job-related software programs.
7. Skill in the analysis of problems and the development, and implementation of

solutions.

8. Skill in the preparation of clear and precise administrative reports.
9. Skill in oral and written communication.

### **Preferred Qualifications**

1. Associates degree or equivalent experience in a related industry to that of property related code enforcement work.
2. ICC Certified Residential Building or Commercial Building Inspector.
3. 3-5 years' experience in conducting building inspections and code enforcement.

### **Physical Demands and Work Environment**

Work is partially preformed indoors at a desk or table with intermittent sitting, standing and stooping; must lift light object (less than 25 pounds) occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects as a requirement of the job. Work is partially performed outdoor. The employee at times will be required to use hand tools and climbs ladders. Must be eligible to operate a motor vehicle and have a valid driver's license on the date of hire and maintain the same indefinitely.

### **Contacts**

1. Contacts are typically with co-workers, other city employees, architects, engineers, contractors, developers, property owners, business owners, and members of the public.
2. Contacts are typically to provide services, to give or exchange information, to resolve problems, or to justify, defend or negotiate matters.

### **Supervisory and Management Responsibility**

This role of this position does not include supervision or management of other employees.