

## The City of Hazelwood Position Description

<b>Position Title:</b>	Code Enforcement Officer – Occupancy Inspector	<b>Department:</b> Public Works
<b>Pay Grade:</b>	9	<b>FLSA:</b> Non-exempt
<b>Date:</b>	(February 2021)	<b>Reports to:</b> Building Official

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### Purpose of Position

The purpose of this position is to inspect building interiors and exteriors for occupancy permit compliance and enforce violations of municipal and property code regulations. The work is performed under the supervision of the Building Official.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Perform interior and exterior Residential Occupancy Permit Inspections for compliance with adopted Codes and Ordinances.

Inspects building interiors, exteriors, fences, driveways, decks, and property for compliance with applicable municipal codes.

Issues ordinance violation warnings, citations and court summons.

Patrols assigned sector neighborhoods for code violations.

Responds to complaints from residents regarding code violations; mediates disputes and resolves neighborhood problems regarding code violations.

Answers phone and provides assistance and advice regarding codes; interprets codes and provides referrals to other personnel/agencies.

Testifies in court as necessary.

Prepares required reports, memos, notices and correspondence; completes weekly reports.

In the absence of the Building Inspector, checks business licenses and occupancy permits and take appropriate action.

Prepares court summons.

Prepares and serves Administrative Search Warrants to abate nuisance violations.

On call at all times to evaluate and declare properties unfit due to fires and uninhabitable conditions.

Along with other duties as assigned.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with vocational/technical training with a minimum of one (1) year of building code, inspection or related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities, and appropriate ICC Certifications. Position requires a valid Missouri driver's license. Requires computer knowledge and experience and be able to adapt to changes of new software and processes.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as inspection reports, summons, citations, warnings, ordinances, municipal codes, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with property owners, Department personnel, law enforcement personnel and the public.

### **Mathematical Ability**

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

### **Judgment and Situational Reasoning Ability**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

### **Physical Requirements**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, a camera, a vehicle, and/or materials used in performing essential functions.

Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as inspection tasks.

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

## **Environmental Adaptability**

Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature and noise extremes, wetness, humidity, or dusts can cause discomfort and where there is a risk of injury.

The City of Hazelwood is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.