

Job Title: Property Maintenance Inspector
Class Structure: Code Compliance
Class: Code Compliance Technician
Level: 1
Department: Building Permit Department
Reports To: Building Director and Zoning Administrator
Salary Range: \$38,000 – \$48,000
Submit Application/Resume: Chris Riggs- criggs@staffordtx.gov
Posting Date: January 8, 2018
Posting Deadline: Open Until Filled

SUMMARY

This position performs semi-skilled to journey level code compliance and/or inspection support activities. Depending on assignment, typical duties may include: providing customer service; conducting rental property inspections; preparing and processing routine paperwork; preparing and issuing violations; and communicating with the public; maintaining records; and, performing other related duties.

DUTIES AND RESPONSIBILITIES

- Performs property maintenance inspections, enforces compliance with applicable codes, ordinances, plans, permits and/or regulations.
- Responds to calls or reports of code compliance concerns or issues; determines severity of violations and may issue citations, warnings, violation notices and/or suspend licenses; provides explanation and information related to the interpretation and conveyance of applicable codes, ordinances or regulations; and answers related questions from the public, businesses, property owners or other stakeholders. May provide assistance with issuing permits.
- Maintains and updates data, records, files and relevant documentation related to assignment areas; conducts basic research; collects data and prepares activity logs and reports.
- Coordinates with other departments, agencies or organizations for special events, projects or initiatives. May attend court to provide testimony related to the prosecution of code violations.
- Must be able to work in a team environment.
- Dependability, reliability, good attendance required.
- Performs other duties of a similar nature and level as assigned.
- Subject to twenty four hour recall.

TRAINING AND EXPERIENCE

High School Diploma, GED or equivalent, and two (2) years of related experience in assigned area of responsibility; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Code Enforcement registration or obtain within 1 year.
- International Property Maintenance Code certification or obtain within 1 year.

KNOWLEDGE OF:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Basic inspection principles, practices, and procedures;
- Code enforcement techniques;
- Customer service principles;
- Safety principles and safe work practices;
- Specialized equipment relevant to area of assignment;
- Modern office technology and equipment.

SKILL IN:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Conducting inspections and monitoring safety hazards or compliance concerns;
- Reading and interpreting plans, specifications and/or applicable technical documentation;
- Identifying and responding to compliance violations and safety concerns;
- Determining severity of compliance violations;
- Preparing and issuing notices, citations or warnings;
- Preparing and maintaining data, records, files, logs and reports;
- Coordinating with other departments or organizations.

ADA AND OTHER REQUIREMENTS:

Position typically requires: balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Employee may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, travel and environmental conditions such as disruptive people, imminent danger or a threatening environment.

Employee may be exposed to inclement weather conditions when performing duties.

May be required to work evenings and/or weekends.