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**TITLE:** City Inspector/Code Enforcement Officer  
**DEPARTMENT:** Administration  
**REPORTS TO:** City Business Manager  
**FLSA STATUS:** Non-Exempt  
**GRADE:** 9  
**SALARY:** \$36,204.36 – \$50,115.30

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**NATURE OF WORK**

Under direction of the City Business Manager, Prepares information on municipal adopted codes, performs field inspections and enforces municipal code provisions (such as animal regulations, business license, and operations permits) and land use laws pertaining to public welfare, safety, public nuisance, property maintenance and structure design; explains regulations relating to municipal code provisions including zoning, land use, planning, design review, disabled access and related codes to the public; and performs related work as assigned.

**ESSENTIAL JOB FUNCTIONS**

1. Make field inspections of commercial, residential and other construction or remodeling during various phases of construction to ensure plumbing, mechanical, electrical, framing, footing, etc. to insure compliance to codes.
2. Reviews construction against permits and compliance to local building codes. Checks quality and grade of material in construction to insure safe installation. Confers with architects, contractors, builders, engineers, developers and the general public to ensure compliance to codes.
3. Checks complaints concerning defective construction and installations; may assist fire department with fire investigations of burned buildings or structures; assist in the prosecution of violators of codes and regulations conducts examination for master and journey level licenses.
4. Takes complaints from the public, investigates and inspects public nuisances concerning weeds, trash, non-operating vehicles, neglected property, erosion control and other public nuisances.
5. Prepares reports, official abatement notices; records action taken and follow-up requirements.
6. May inspect public nuisances without a complaint; reviews County documents to determine property ownership; formulates necessary documents for City Council action.
7. Contacts property owners concerning possible code violations and requirements to correct violation.
8. Works with builders to ensure compliance with Federal, State and local codes.

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*Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

9. Investigate and determine if alternative avenues are available to allow the completion of the requested construction.
10. Assists, develops and maintains harmonious, ethical and effective working relations with contractors and property owners in such a manner that will provide evidence this position is critical to public relations and economic development.
11. Performs other related work as assigned by the City Business Manager.

### **EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

Generally, needs high school education/GED and 5-7 years related work experience to inspect plans and review work of various trades. Some college course work in related field may substitute for work experience.

### **SUPERVISORY RESPONSIBILITY**

None.

### **SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED**

Must obtain a provisional inspector license from the Oklahoma Construction Industries Board upon hire and within twelve (12) months pass certification examination and obtain a State Inspector License for plumbing, mechanical and electrical. It is a desired requirement that the applicant have the ability to obtain a valid contractor's license in any two of the following areas: plumbing, mechanical, or electrical.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Southern Standard Building and Housing Codes or equivalent; BOCA National Building, Plumbing and Mechanical Codes; CABO One and Two Family Dwelling Code; National Electrical Code; National Fire Protection Association Code; and other local ordinances regulating construction.
- Knowledge of local City geography and construction and building practices.
- Knowledge of applicable zoning, general land use and related City codes.
- Ability to read and interpret plans, specification, and blueprints and compare them with construction in progress.
- Must be able to make mathematical calculations and computations in the field accurately and with reasonable speed.
- Must be able to communicate and deal effectively with builders, contractors, etc. and ensure compliance with local and federal/state codes and regulations.
- Must have or develop the ability to communicate with persons in a manner that displays and attitude of cooperation.
- Must be able to set people at ease to demonstrate a willingness to assist in getting the job done.

- Must maintain a complete record of action taken regarding permits and inspections.
- Complete construction permits in a timely manner.
- Complete required and requested inspections in a timely manner.

### **PHYSICAL/MENTAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

### **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

The employee regularly works in outside weather conditions. The employee is occasionally exposed to wet or humid conditions, vibration, airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is occasionally loud.

Must possess valid driver's license and have driving record satisfactory to insurance carrier.

### **Equal Opportunity Employer**

The City of Alva affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, disability status or genetic information. Persons selected for employment into any position must pass a drug test. Some positions may require passing an alcohol test. Previous employment and any additional experience will be subject to verification prior to employment processing. A driver's license and driving record check will be conducted if driving is a job requirement. A post offer employment fit for duty test may be conducted prior to job placement.