

City Of Dunedin, Florida
Class Description

Position Title: **Code Enforcement Inspector**
Planning & Development Department

General Description Of Duties

Under general supervision, conducts inspections of residential and commercial properties to ensure compliance with the 2009 International Property Maintenance Code or as amended.. Prepares and maintains required records and reports. Performs related work as directed. Reports to the Planning & Development Director.

Specific Duties And Responsibilities

Example of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Inspects residential and commercial properties on a regular basis for compliance with City of Dunedin ordinances.

Prepares and issues notices of violation; presents cases to the Code Enforcement Board as required. Performs follow-up inspections and prepares affidavits of compliance as applicable.

Maintains inspection records with accuracy; enters inspection results into computer.

Communicates with property owners to discuss inspection results.

Attends classes, seminars, workshops, etc., to enhance job knowledge and skills as required.

Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, assisting customers at the counter, recording/retrieving data on computer, etc.

Performs related duties as required.

Minimum Training And Experience

Requires a vocational/technical diploma in specific building trade(s) supplemented by a minimum of three years of responsible experience as a journeyman, contractor and/or inspector.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Special Requirements

Must possess a valid Florida driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize and /or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand tools, testing devices, drafting tools, etc.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to calculate surface areas, volumes, weights and measures.

Functional Reasoning: 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 objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

ADA Compliance

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 30 pounds). Some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks involve occasional exposure to adverse weather conditions, temperature extremes, wetness/humidity, smoke/dusts/pollen, electric currents, noise extremes, vibrations, machinery hazards.

Performance Indicators

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Code Enforcement Inspector. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to provide leadership and supervision as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has knowledge of proper English usage, grammar, vocabulary and spelling. Has the mathematical ability to handle required calculations. Has knowledge of and skill in the use of modern office equipment, including computers. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

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Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

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

Approved:



Planning & Development Director

1/30/2015
Date