

J O B D E S C R I P T I O N

Job Title: Code Enforcement Inspector

Salary Range: Annual Salary Range: \$34,835–\$46,412 ;

Reports To: Community Development Director

Job Function: The Code Enforcement Inspector ensures properties within the City limits meet code requirements through proactive site inspections and completion of investigations.

Applicants are encouraged to send a resume and cover letter

Job Responsibilities:

- Receives and responds to reports from citizens or other departments related to alleged code violations.
- Performs investigations and inspections of residential, non-residential, vacant or undeveloped properties to determine if code violations exist, in reference to minimum code standards.
- Prepares written reports, memos, and other related correspondence, and implements an action plan in conjunction with the property owner.
- Maintains accurate documentation and case files for enforcement proceedings.
- Prepares and completes monthly reports.
- Maintains records related to City dog impoundment activities.
- Provides staff support to city departments and boards.
- Attends municipal court, Planning and Zoning, Board of Aldermen, or other meetings, on request or as required.
- Completes and maintains paper and digital records associated with code enforcement activities.
- Perform other related duties, and assists the Building Inspector, as assigned and reasonably qualified to perform.

Knowledge, Skills and Abilities:

- Knowledge of the legal procedures related to the investigation and enforcement of applicable ordinances.
- Skilled in the interpretation and application of rules, regulations, and policies.
- Basic understanding of city code compliance.
- Basic skills to read and understand plans and aerial maps.
- Ability to effectively communicate with and maintain a positive working relationship with staff, elected officials, supervisors, co-workers, city prosecutor, citizens, and business and community groups.
- Ability to maintain confidentiality when working with sensitive information and to comply with record retention laws.
- Ability to communicate and follow directions in English, both orally and in writing.
- Basic skills in the operation of a personal computer and various software applications, including Microsoft Office Suite.
- Ability to understand and provide excellent customer service.
- Ability to maintain proficiency and knowledge of current or new regulations/legislation within areas of responsibility.
- Basic knowledge of City safety rules and operating procedures.
- Ability to plan, organize and oversee assigned work programs.
- Ability to maintain regular and punctual attendance.

Minimum Education/Experience:

- High School graduate or equivalent.
- Two (2) years of increasingly related experience, or equivalent combination of related education and experience.

Licenses, Certificates and Other Requirements:

- Valid Missouri driver's license.

- Prior to appointment, candidates will be subject to a background investigation. Misdemeanor and/or felony convictions may be disqualifying depending on the type, number, severity, and recency.

Desired Qualifications:

- Knowledge of residential and commercial building codes and construction.
- American Association of Code Enforcement certification.

Minimum ADA/Physical Requirements:

- Sufficient speech and hearing capabilities, with or without reasonable accommodation, to discern verbal instructions and communicate effectively in person or on the telephone.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to comprehend written/typed documents.
- Sufficient manual dexterity and mobility, with or without reasonable accommodation, to sit and work at a keyboard for extended periods of time; maintain balance while bending at the waist or knees, to ascend and descend stairs or ladders, and maneuver on uneven terrain outdoors; or lift up to 30 pounds.
- Legally licensed and insured with the ability to drive a motor vehicle under normal and inclement weather circumstances.

Work Environment/Physical Requirements:

- The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work performed is in both indoor and outdoor environments with periodic exposure to hazardous and unpleasant conditions.

To Apply:

Please submit a resume, cover letter, and references to City of Kearney, PO Box 797, Kearney, MO 64060, or by email to adavis@kearney.mo.us. First review of applications begins November 23, 2018, and continues until filled.