

**JOB TITLE: Code Compliance Inspector**

**JOB CODE: 10.17**

**GRADE: 15**

**CLASSIFICATION: Non-Exempt**

**PURPOSE OF THE POSITION:** Investigates violations of codes where warranted and prepares the paperwork necessary to take cases before the Code Compliance Special Master. Presents cases to the Special Master and performs follow-up as required. Insures that the basic minimum housing standards deemed essential for safe and healthful living are provided in all the housing units within the City. Locates and issues notices to any existing unsafe units.

**MINIMUM QUALIFICATIONS:** Graduation from high school or equivalent and at least five (5) years experience as a building inspector, engineer, architect, superintendent, or foreman/woman in charge of construction. Incumbent must have a minimum of two (2) years as a Code Compliance Technician. College courses in an approved field may be substituted on a year-to-year basis or directly applicable technician work experience for a minimum of one and one half years (1½) experience as a Code Compliance Technician. Level I FACE certification preferred or the ability to secure certification within twelve (12) months of employment.

**SPECIAL REQUIREMENTS:**

- Knowledge of ordinances, codes and regulations, plus knowledge of State laws and regulations enforced by the City.
- Thorough knowledge of modern building and zoning practices.
- Thorough knowledge of local Housing, Building and Zoning Codes.
- Basic knowledge of the different species of native trees and plant materials.
- Ability to prepare clear and comprehensive reports stating the facts and circumstances.
- Ability to deal with irate citizens in a courteous and effective manner.
- Ability to make on-site inspections that can include climbing multiple flights of stairs and ladders.
- Good vision to detect code compliance violations on site required.
- Ability to understand and interpret codes, plans and specifications.
- Ability to establish and maintain cooperative relationships with fellow employees, contractors, architects, engineers, public officials and the general public.
- Ability to enforce housing and zoning codes and related ordinances with firmness, impartiality and tact.
- Ability to use electronic data retrieval devices.
- Ability to present ideas and findings clearly and concisely in written, oral or graphic form.

**ESSENTIAL FUNCTIONS:**

- Investigates reports of violations of City enforced laws, codes and regulations.
- Prepares documentation of violations for presentation to the Code Compliance Special Master when violations exist.
- Reviews cases with the Prosecutor in preparation for trial, testifies before the Code Compliance Board, performs follow-up investigations of the site to verify that the violations have been

corrected to comply with the imposed requirements that are established by the decision of the Code Compliance Board.

- Reviews cases with the prosecutor in preparation for trial.
- Testifies before the Code Compliance Special Master.
- Performs follow-up investigations of the site to verify that the violations have been corrected to comply with the imposed requirements that are established by the decision of the Code Compliance Special Master.
- Works with all governments, City departments and agencies that have a need for code assistance to aid them in preparing information necessary for code compliance activities.
- Field checks invoices for charges initiating from lot mowing or demolition and findings reported to Supervisor, Code Compliance for payment.
- Does research at probate court, recorder of deeds and property appraiser and other agencies.
- Makes inspections of commercial and residential buildings to determine if they are in substandard conditions.
- Prepares notices of violation(s) for substandard buildings.
- Makes re-inspections as required.
- Prepares and submits reports of all inspections made.
- Gives assistance with code interpretations.
- Works in cooperation with other agencies to insure that their criteria are met and to secure any benefits they may have for the residents of the City.
- Enforces and inspects trees for removal in accordance with City ordinances.
- Inspects sign footers and sign completions.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACT:** This position has extensive public contact with the citizens of the City of Sarasota and other departments within the City. The Inspector acts as a City and department representative to both internal and external customers.

**SUPERVISION RECEIVED:** Considerable independent judgment exercised within the framework of laws and ordinances, regulations, and established departmental procedures. Under direct supervision of the Department Head or designated representative.

**SUPERVISION EXERCISED:** Usually none. However, assists in the field training of newly employed Code Compliance Technicians.

**PHYSICAL REQUIREMENTS:** This is light work requiring exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently. Position requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Incumbent is subject to inside and outside activities with no effective protection from weather changes. Visual acuity is required to inspect property for compliance with code provisions. Incumbent is also subject to atmospheric conditions, job hazards,

and noise. Position requires hearing sufficient to accurately perceive information at normal spoken word levels.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.