

## **CLASS TITLE: NEIGHBORHOOD INSPECTOR II**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs skilled inspections and investigations in securing compliance with State law and the City's nuisance and zoning Code related to building, signage, environmental regulations, land development, construction repair and refurbishment, and demolition of structures; and other related assigned duties.

### **ESSENTIAL TASKS:**

- Analyzes and investigates onsite health and safety or code violations on private property
- Conducts detailed legal research including but not limited to land records, financial records land use history, and utilities of property owners and interested parties
- Documents findings through reports and photographs
- Develops and completes lawful nuisance zoning and property maintenance notices of violations
- Counsels, mediates, educates and directs concerned citizens
- Implements enforcement to cause compliance
- Coordinates with City, County, State, Federal and private parties on issues related to public safety and the welfare of citizens
- Performs lead based paint inspections and risk assessments to determine whether hazards exist
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from a high school or possession of a General Educational Development certificate (GED); and at least five (5) years of skilled experience in code enforcement, property development, claims adjusting, or legal related profession, including one (1) year as a Neighborhood Inspector I with the City; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and one (1) year employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of City ordinances relating to zoning, land use, existing structures and nuisances, or construction refurbishment and remodeling; and good knowledge of property maintenance methods and principles, construction materials and methods and safety precautions. Ability to make decisions recognizing precedents and practices; ability to present ideas effectively to groups and individuals; ability to deal with people in difficult negotiations and discussions; ability to write clear, concise, and accurate reports; ability to discuss the application of City ordinances to citizens and citizen groups; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to extended periods of walking; standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; obtain Oklahoma Code Enforcement Association (OCEA) certification within one (1) year of hire date; obtain lead-based paint risk assessor certification in certain positions within one year of hire date.

**WORKING ENVIRONMENT:** Working environment is primarily outdoors and in inclement weather and occasionally indoors; requires some traveling to various locations for inspections; and may be exposed to unsafe buildings, sickness, insects, rodents, raw sewage, noxious plants, and animal bites.

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**Class Code: 3550**

**EEO Code: N-03**

**Pay Code: OT-18**

**Group: Engineering, Planning, and Technical  
Series: Inspection**

**Effective date: October 25, 2017**