

## PROPERTY CODE INSPECTOR 3

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible technical and inspection work relating to the enforcement of City ordinances specific to general environmental nuisances (e.g., weed control, snow removal, erosion control, graffiti, dead trees, junk, trash and debris, etc.); zoning (e.g., vision clearance, abandoned vehicles, front yard parking, etc.); and the investigation of complaints relative to exterior building maintenance and common area cleanliness and maintenance violations, and erosion control for 1 and 2 family dwellings throughout the City. The Property Code Inspector 3 serves as the primary Inspector in the City of Madison for erosion control of one and two family dwelling units and approves plats and land release for development. Work is characterized by field and office work in response to property complaints and systematic field inspections and involves the identification of violations, data gathering, and resolution of code violations through necessary inspection and follow-through efforts. The work may also include responsibility for the seasonal coordination of snow removal staff in assigned areas of the City. Work is performed under the general supervision of the Housing Inspection Supervisor to insure that the program is administered within established policies and procedures and to provide consultation on more difficult enforcement issues. Movement to this level will depend on workload demands, proper certification and will be accomplished by internal or external competition.

#### Examples of Duties and Responsibilities:

Perform all the work of a Property Code Inspector 2, with a greater degree of independence and expertise.

Investigate erosion control issues throughout the City for all 1 and 2 family dwellings including such parcels under construction. Represent the City in all public agency matters regarding erosion.

Review plats and land release for development against approved plans.

Perform related work as required.

### QUALIFICATIONS

#### Knowledge, Skills and Abilities:

Working knowledge of standard recordkeeping procedures. Working knowledge of inspection methods applicable to the identification and resolution of code violations. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of erosion control standards. Ability to use a digital camera and to download images onto a computer. Ability to readily learn and interpret applicable ordinances and codes and physically identify code violations. Ability to write letters and simple reports. Ability to use computers to write letters and reports and to operate related applications such as GIS and timekeeping programs. Ability to maintain effective working relationships with the public, co-workers, and other City representatives. Ability to communicate effectively both orally and in writing. Ability to follow instructions. Ability to organize, record, and present inspection data. Ability to work outside and in adverse weather conditions. Ability to exercise judgment and initiative, and to work independently. Ability to coordinate the work of others on snow removal crews and provide direction. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of experience that involved significant independent responsibility for organizing and acting on information, including significant interaction with the public including at least 1 year of experience relating to code enforcement such as that gained as a Property Code Inspector 2.

Note: The general experience may have been gained through office (e.g., administrative/clerical assignment) or field (e.g., inspection, survey work, etc.) work. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualification:

Possession of a State of Wisconsin Soil Erosion Inspector Certification prior to end of the probationary period. Failure to do so will cause the employee to forfeit this position, absent extenuating circumstances.

Possession of a valid driver's license and ability to meet the transportation requirements of the position. Employees in this classification are required to provide their own vehicle to conduct inspections. Mileage and parking will be reimbursed as provided by the City's policies.

Physical Requirements:

This position requires work outdoors in all types of weather. The incumbent will be expected to physically visit residences and businesses throughout the City and must be able to physically inspect the site.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
DPCED/Building Inspection	16	13

Approved:

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Brad Wirtz  
Human Resources Director

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Date