

CITY OF CHATTANOOGA

Classification Specification Title: Code Enforcement Inspector 1

Department: Public Works

Pay Grade: GS.06

Supervision Received From: Code Inspector Enforcement Sup FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/1/25;

**11/1/24; 8/27/24; 10/20/23;
1/11/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for conducting on-site inspections of minimum standards for housing and commercial properties, litter, overgrowth, graffiti, illegal dumping on private property and ROW, abandoned/inoperable vehicles, garbage, bulky trash, yard trash, receptacle compliance, and removing illegal (bandit) signs. Duties include: maintaining records of inspections; issuing warrants and citations; presenting court cases; and conducting title searches. Work is performed with moderate supervision.

SERIES LEVEL:

The Code Enforcement Inspector is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

An Essential Worker, responsible for enforcing life safety issues (even during pandemics); inspect dangerous properties for safety violations; required to enter dilapidated structures; condemns structures; prepare documents and present cases for Demolition Hearings, City Court, Administrative Hearings, and testify in Chancery Court.

Conducts field inspections of residential properties and neighborhoods to identify and/or ensure compliance with applicable City codes, standards, and regulations related to minimum housing standards, litter, vegetation overgrowth, illegal dumping, abandoned or inoperable vehicles, trash, recycling, brush, illegal signs and/or other applicable items; identifies violations and issues warnings, notices, and/or citations to ensure compliance; enters inspection notes and activities into applicable database; and, performs follow-up inspections to ensure violations are resolved.

Prepares documentation of code violations, which includes: taking and downloading photographs of properties in violation of City codes; preparing case files; developing instructions regarding the preparation and processing of violation notices; and, performing other related activities.

Issues citations and prepares files for court hearings; testifies in court for code violations and/or demolition hearings.

Responds to requests for information or service from property owners, landlords, citizens, and/or other interested parties.

Prepares and maintains case files and information related to code enforcement activities and operations.

Performs research to locate title and legal documents associated with properties in violation of City codes.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and two years (2) of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered. Examples of relevant experience include building construction or code enforcement or any combination of equivalent experience and education.

This is a career ladder position. This position will receive an automatic progression to Code Enforcement Inspector 2 when the incumbent has achieved the required minimum qualifications and licenses/certifications for the next position in the series.

LICENSING AND CERTIFICATIONS:

Valid Driver's License. ICC/AACE Property Maintenance & Housing Inspector within twelve (12) months of employment. Special Police Commission (unarmed) within twelve (12) months of employment.

KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures; basic investigation techniques; caseload management principles; construction and building maintenance principles; inspection procedures; customer service principles and basic courtroom procedures and practices.

Skill in providing customer service; conducting field inspections of properties; identifying code violations; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; using a computer and related software applications; preparing documentation for court proceedings; handling a caseload; mediating hostile situations; preparing and maintaining records and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, lifting, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to fumes, odors, dusts, gasses, extreme temperatures and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

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