

CITY OF CHATTANOOGA

Classification Specification Title: Code Enforcement Inspector 2

Department: Public Works

Pay Grade: GS.07

Supervision Received From: Multiple

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/1/25

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

CLASSIFICATION SUMMARY:

Incumbents in this classification may specialize in a focus area such as demolition of substandard housing or zoning/floodplain compliance and are responsible for conducting on-site inspections of minimum housing standards, zoning/land use compliance, floodplain management compliance, signage, historic preservation, litter, overgrowth, illegal dumping on private property and ROW, abandoned/inoperable vehicles, garbage, bulky trash, yard trash, graffiti 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 2 is the second level of a four-level code enforcement series.

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; condemn structures; prepare documents and present cases for Demolition Hearings, City Court, Administrative Hearings, and testify in Chancery Court.

Obtain Administrative Inspection Warrants to perform interior inspections of derelict properties.

Coordinate the removal of inoperable and abandoned vehicles on private property.

Investigate complaints from 311, Council members, and others for possible violations.

Assist other City Departments which includes tracking properties that can be dangerous to first responders and supporting CFD by ensuring recently burned structures are quickly secured or demolished.

Coordinate with utility companies to investigate illegal occupancies and communicate about condemned structures.

Perform systematic inspections to support neighborhood stabilization.

Coordinate with Public Works to pick up illegally dumped materials.

Conduct field inspections of residential, commercial and industrial properties and neighborhoods to identify and/or ensure compliance with applicable City codes, standards, and regulations related to land use, zoning, floodplain compliance, signage, 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.

Prepare 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.

Review and analyze a variety of drawings, specifications, elevation plans and certificates, permit applications and/or related items to ensure compliance with applicable code and permitting requirements.

Issue citations and prepare files for court hearings; testifies in court for code violations and/or demolition hearings.

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

Prepare and maintain case files and information related to code enforcement activities and operations.

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

May use, carry, and answer 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 three (3) years 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 engaging in code enforcement inspection activities such as property maintenance or housing/zoning/land use compliance, floodplain management

compliance, presenting courts cases and conducting title searches or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License; ICC/AACE Property Maintenance & Housing Inspector within 12 months of employment; ICC Zoning Inspector Certification; FEMA Floodplain Certification (FEMA: Managing Floodplain Development through the NFIP); Must be able to obtain Special Police Commission Certification(s) within one (1) year 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; basic courtroom procedures. 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:

Position in this class typically requires 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.