

CITY OF CHATTANOOGA

Classification Specification Title: Code Enforcement Inspector 3

Department: Public Works

Pay Grade: GS.08

Supervision Received From: Chief Inspector Code Enforc.

FLSA Status: Non-Exempt

Supervisory Responsibility For: Code Enforc. Insp. 1 & 2

Established: 6/29/07

Reviewed Dates: 4/1/25;

12/27/24; 11/1/24; 4/05/24;

10/23/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification supervise part of the Code Enforcement, Land Development Office and are responsible for assigning work and supervising Code Enforcement Inspectors. Duties include: overseeing Administrative Hearing Officer dockets and supervising inspectors' court related activities; working directly with city AHO and court staff; overseeing Chancery Court cases for Zoning related violations. Ensures compliance with zoning, sign, and short term vacation rental ordinances. Overseeing inspectors are performing work in a professional manner and according to City procedures. Coordinating and communicating with other departments to bring properties into compliance. Conducting on-site inspections; supervising and training Code Enforcement Inspectors in the LDO; conducting title searches; and coordinating code enforcement activities: presenting code related educational material at Neighborhood Association meetings; presenting Court cases. Ensuring the staff fleet is maintained properly. Ensures staff is supporting the Zoning Board of Appeals, Form Base Code Committee, Construction Board of Appeals, and Historic Zoning Commission Works under limited supervision.

SERIES LEVEL:

The Code Enforcement Inspector Supervisor is the third 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.)

Supervises code enforcement staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Supervises day-to-day code enforcement program activities, which includes: planning, coordinating, and evaluating projects, processes, procedures, systems, and standards; ensures compliance with Federal, State, and Local laws, regulations, codes, and/or standards.

Reviews, analyzes, and maintains inspection records.

Oversee and ensure city court cases to ensure files are complete and accurate. Assist inspectors in case preparation and presentation before City Court judges and Chancery Court judges.

Conducts field inspections of residential, commercial, industrial properties and neighborhoods to identify and/or ensure compliance with applicable City codes, standards, and regulations related to zoning, sign, short-term vacation rental, and zoning flood standards 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; performs follow up inspections to ensure violations are resolved. Coordinate joint efforts of code enforcement with other city departments such as police, fire, Land Development Office, and city wide services to resolve violations to improve the quality of life for residents.

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.

Responds to requests for information or service from property owners, landlords, citizens, contractors and developers 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.

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.

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

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

Assisting 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.

Attends pre-submittal meetings or ensures the meetings are covered by staff.

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:

Vocational/Technical degree with training emphasis in building construction or specialized trades supplemented by three (3) years previous experience and/or training that includes related building construction and code inspection work; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License. ICC/AACE Property Maintenance & Housing Inspector within twelve (12) months of employment. ICC Zoning Inspector Certification FEMA Floodplain Certification (FEMA: Managing Floodplain Development through the NFIP) Special Police Commission - unarmed.

KNOWLEDGE AND SKILLS:

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

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; performing title searches; 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.