



CITY OF PARKVILLE JOB DESCRIPTION
Construction and Codes Inspector

Title: Construction and Codes Inspector **Department:** Community Development (CD), 40%
 Public Works (PW), 60%

Supervisor: Construction Inspection (PW) **FLSA Status:** Non-Exempt
 Code Enforcement (CD)

Pay Range: \$24.45 - \$34.46 per hour **Schedule:** 40-hour work week*
 Alternative Work Hours available, based upon
 workload.
 Typical City Hall hours: 8 am – 5 p.m., M-F
 *Municipal Court/evening meetings as needed

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

Overview: The City of Parkville Construction and Codes Inspector conducts inspections of public infrastructure and serves as the primary customer service contact for zoning, subdivision and property maintenance code complaints and enforcement. Back-up and support from department coworkers during peak season. Note: This position originally two (2) part-time positions – now merged to one (1) full-time position; therefore, the following duties are outlined into two (2) categories based upon needs and expectations.

General statement of main duties:

The Construction Inspector (PW: 60% of time) oversees the inspection for many facets of privately funded public improvements projects, such as city infrastructure construction and maintenance, including:

Public Street Construction	Grading Operations
Public Storm Sewer Construction	Erosion Control Measures
Public Sanitary Sewer Construction	Right-of-way Permitting
Public Sidewalk Construction	Communicate Effectively w/Contractors
Onsite Material Testing for Compliance w/Public Improvement Construction Standards	
Investigate Citizens Complaints, like: Drainage, Construction, Maintenance, & Erosion Controls	
Assist w/Emergency Operations, i.e., Snow Removal and Community Clean-up, as needed	
Prepare Inspection Reports, document field conditions and constructions observations associated with construction	

The Codes Inspector (CD: 40% of time) oversees and inspects many facets of city properties for code compliance as necessary to enforce the City’s Zoning, Subdivision and Property Maintenance Code, including:

Adequately Document Violations
Issue and/or Post Notices and Orders
Set Reasonable Deadline w/Conditions for Compliance
Inspect Properties Following Deadlines
Prepare Summaries, Evidence, & Statements of Probable Cause
Work w/City Staff, Police Dept., Court Staff, Prosecutor, Municipal Judge
Promote Code Compliance through City Webpage and Social Media (w/Department Support)
Educate and Coordinate Code Compliance w/Partner Jurisdictions, Entities, Neighborhood and Business Associations

Education, Experience and Minimum Qualifications (also see Supplemental Information):

The position shall have basic math skills, and a high school diploma, or equivalent, with experience using Microsoft Office software (e.g., Word, Excel and Outlook). Ability to type a minimum of 40 words per minute.

Specific courses of study in construction or engineering technology preferred. In addition, prior construction, inspection, or code enforcement experience also highly desired. Preference given, but not required, for a Certified Building Inspector. A college degree preferred with some college/continuing education strongly desired. Position must maintain a valid driver’s license.

Position must be self-motivated with ability to work independently; highly organized; have an ability to learn quickly; have excellent clerical, written and verbal communication and customer service skills; be objective, fair, and impartial, and have excellent follow through in a timely manner enforcing compliance with public improvement construction standards, provisions of the city’s zoning, subdivision and Property Maintenance Code. Certification credentials by the International Code Council (ICC), American Association of Code Enforcement (AACE), or any other approved organization as a Construction and Codes Inspector is strongly preferred. If applicant does not possess desired certification credentials at time of hire, ability to obtain certification credentials through ICC, AACE or other approved organization as a Construction and Codes Inspector within one year of hiring is required. The Construction and Codes Inspector must possess a valid driver’s license.

Work Environment and Equipment Utilized:

Standard office equipment is utilized routinely for the position and performed indoors in a typical office environment with adequate lighting, ventilation and temperature controls. However, the majority of job functions will occur outside the office in an outdoor environment where the position is exposed to the weather (including inclement weather conditions). The position will work on and around mechanical or motorized equipment, including construction vehicles; and a city vehicle is provided and utilized routinely for the job.

Employee Signature/Date

Supervisor Signature/Date

City Administrator Signature/Date

Finance/HR Director Signature

SUPPLEMENTAL INFORMATION

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Essential Job Duties and Responsibilities

(In addition to General Statement of Main Duties in Job Description above)

In terms of job functions related to the Public Works Department (60% of schedule):

1. Inspects residential sidewalk construction associated with subdivisions. Check placement of sidewalk forms and visually inspects the subgrade prior to placement of concrete.
2. Inspects public storm sewer construction including bedding material placement, pipe installation, and storm structure installation.
3. Inspects installation of erosion control measures for code compliance on public and private development projects. Verify that the measures comply with the approved plans and that all necessary erosion control is in place prior to commencement of grading operations. Inspects the erosion control measures for maintenance needs and inadequacies throughout the duration of the project construction.
4. Observes materials testing for public infrastructure construction associated with public improvement projects. Observes random testing of subgrade compaction, asphalt base and surface compaction, and required concrete tests.
5. Inspects work performed within the City's Right-of-Way. Inspections may include street cuts, street restoration, sod and grade restoration, utility repair, and sidewalk repair.
6. Investigates citizen complaints associated with construction projects.
7. Observes the street construction including subgrade preparation, pavement placement, and curb & gutter installation.
Performs curb, sidewalk, and driveway inspections prior to certificate of occupation.
8. Observes the grading operations including compaction, moisture content, stabilization construction, and overall site grading.
9. Gathers information required for material and testing documentation for the project file.
Collects the material testing results and certifications.
10. Documents all pertinent information associated with the construction activities of each project.
11. Prepares daily inspection reports and weekly summary reports for each project.
12. Performs enforcement actions as necessary. Actions could include rejection of non-compliant material and/or construction methods.
13. Assist in emergency operations, including snow removal, as required.
14. Attend pre-construction meetings to discuss proper construction methods and materials testing requirements for each development project.
15. Communicate progress with the Public Works Director.
16. Perform other related duties as assigned.

In terms of job functions related to the Community Development Department (40% of schedule):

1. File and maintain electronic and printed records. Research topics, issues and prepare summaries. Assist with drafting staff reports, policy reports, ordinances, minutes and other department reports as needed.
2. Respond to questions and complaints regarding zoning, subdivision and Property Maintenance Code violations. Inspect properties throughout the City for zoning, subdivision and Property Maintenance Code violations. Maintain electronic and printed records of best available information, markings, photographs, evidence and other records as necessary to address disputes and adequately demonstrate compliance.
3. Inspect streets and highways within the City for temporary sign violations and document and remove those signs as appropriate. Inspect properties where violations are found or reported, and document found or reported violations.
4. Research and notify property owners, building owners, business owners, tenants, agents and other associated parties as appropriate as to the violation, required mitigation and conditions, orders, deadlines, and consequences. Post, mail, publish required notices of violations as required.
5. Re-inspect violations to determine compliance and document the same as needed. Prepared subsequent notices, orders, statements of probable cause, evidence, and summaries as necessary to enforce the Property Maintenance Code.
6. Work with city staff, the police department, court staff, prosecutor, the municipal judge and others as necessary to enforce the Property Maintenance Code. Attend Municipal Court meetings on the first & third Thursdays of each month in the Courtroom at City Hall (as needed) and testify regarding code violation cases.
7. Work with the Community Development Director to promote Property Maintenance Code compliance through the City webpage, social media, newsletters, updates to the Director, and coordination with partner jurisdictions and entities, neighborhood and business associations, and others.
8. Assist the Community Development Director and department staff in reviewing the zoning, subdivision and Property Maintenance Codes and identify needed clarification, modification or changes as necessary to properly enforce these codes.
9. Attend and participate in department, City and outside training and education as necessary to obtain and maintain the skills necessary to perform essential job duties.
10. Communicate progress with the Community Development Director.
11. Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Ability to read and comprehend construction plans, surveys and the city's Property Maintenance Code; and apply said codes and regulations to ensure their compliance.
- Strong oral communication skills, ability to make presentations and testify in Municipal Court.
- Strong writing and communication skills. Ability to produce grammatically correct and factual written reports, records, and correspondence. Ability to follow and complete written and verbal assignments and to report updates as appropriate, including preparing clear and concise reports.
- Skill in researching, analyzing, and interpreting written material, maps, drawings, photographs, codes, ordinances, regulations and other similar materials related to zoning, nuisance abatement, and health and safety issues.
- Knowledge of pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.

- Knowledge of procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Knowledge of legal actions applicable to code enforcement compliance.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness with the public, department employees and other City officials.
- Ability to work independently, multi-task and perform job functions with evolving priorities.
- Physical and technical ability to safely operate a motor vehicle, and other equipment requirement to perform the job duties.