

**City of Sallisaw
Job Description**

Job Title: Senior Code Inspector

Exempt (Y/N): No
Date: July

Department: Building Development
Reports To: Building Development Director

SUMMARY

This position is for an Oklahoma Certified or ICC certified inspector. This position assists the Building Development Director as needed in the day to day operations of the department. The incumbent assumes the Directors position in his absence. The incumbent must be able to perform all duties the Director assigns, to include but not limited to, inspection and enforcement activities pertaining to houses, businesses, industrial establishments and other structures covered within the Building, Property Maintenance and Code of Ordinances. Enforcement of codes and ordinances must conform to State and local statutes. Occasional travel is necessary for educational training. Must also take applications, issue permits, and keep track of all permits issued.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

1. Position reports to the Building Development Director.
2. Performs building inspections, in accordance with City of Sallisaw Code of Ordinances and the adopted codes and statutes of the State of Oklahoma.
3. Handle nuisances as identified by city, state and other adopted codes.
4. Oversees and coordinates the daily tasks of other inspectors and code enforcement officers.
5. Uses computers and their applications for data entry pertaining to inspection and nuisances; enter data and complete reports
6. Receives and investigates complaints on properties. Take appropriate action, in accordance with City and State law.
7. If needed, present nuisance complaints to Board of City Commissioners and make recommendations on disposition of cases.
8. Files legal documents and prepare correspondence on non-compliance as necessary for appropriate action.
9. Appears in Municipal Court as needed in prosecution of violations. Submits evidence as required in individual cases of non-conformance.

10. Researches land records to determine ownership and notifies owners of pending action(s).
11. Ensures zoning compliance throughout the city in commercial and residential areas. Assists in gathering of information for zoning changes and variances submitted to the Board of Adjustments, as assigned.
12. Conducts legal investigations regarding code violations; gathers and documents evidence
13. Take applications, building documents and all other construction documents and write permits for all building, plumbing, electrical and HVAC trades.
14. Assists the Building Development Director to review plans for compliance with applicable standards and guidelines.
15. Ability to work on several projects or issues simultaneously, and work both independently an in a team environment.
16. Appear for scheduled work with regular, reliable, and punctual attendance
17. Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school in an associated field; State of Oklahoma Contractor license; or State of Oklahoma Journeyman license and (2) two years' experience; or a high school diploma and an equivalent combination of education and experience.

LANGUAGE SKILLS

The incumbent must read and interpret common scientific, technical, and legal documents. Must be able to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Must have the ability to convey information verbally and in written form. Must be able to effectively present information to management, public groups, and/or boards.

INTERNAL AND EXTERNAL COMMUNICATION

Communication skills are an essential portion of the position with other departments of the City, as well as the public. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS

The incumbent must work with mathematical concepts such as probability and statistical inference, fundamentals of plane, solid geometry, trigonometry, fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

The incumbent must reasonably define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICNESES, REGISTRATIONS

Certification, licenses or registrations required by Construction Industries Board to perform the duties as an inspector as prescribed by Oklahoma State Law within two (2) years of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing these duties, the employee is regularly required to talk and hear. The employee must be able to sit, taste and smell. The employee must be able to stand, walk, use hands and fingers to handle and feel. Must be able to reach with hands and arms, climb and balance, stoop, kneel, crouch and crawl. The employee must be able to lift and move up to 50 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.


WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed to all outdoor weather conditions; extreme heat/cold, wet or humid conditions. The incumbent works in high precarious places, near moving mechanical parts, is at risk of electrical shock and/or vibration. The incumbent may be exposed to fumes, airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to very loud.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of the Sallisaw, Oklahoma.

Approved:  _____
City Manager

Date: 10/12/2020

Modified: 11/24/2014; 10/12/2020