



Job Title	Inspector I	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	16034

Class Specification – Inspector I

Summary Statement:	
The purpose of this position is to perform job duties related to various inspections and to ensure compliance with applicable federal, state, and local laws, codes, and specifications.	
DISTINGUISHING CHARACTERISTICS:	
This is the entry level class in the Inspector series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Inspect construction, replacement, and repair projects in the public right-of-way; ensure that all projects are completed in compliance with all local, state, and federal laws, codes and regulations. Conduct and analyze tests on soil aggregate, asphalt, and concrete for compliance with compaction densities and specifications outlined in City ordinances. Respond to inquiries and concerns from various entities and the general public; investigate and resolve issues. Oversee subdivision construction functions; review and inspect construction, final release of financial assurances, and acceptance of improvements within the Public Right-of-Way and Public Easements. Oversee grading and erosion control to ensure conformance to City Engineering Standards and Specifications; respond to all grading complaints and thoroughly investigate to help resolve any conflicts that may arise. Perform initial and follow-up investigations of drainage complaints made by citizens and business owners; prepare related reports; resolve the conflict if possible.
20%	Research and compile technical data for assigned engineering activities including capital improvements, construction operations; maintain and update the street mileage log. Consult with and serve as technical advisor to City staff, other city divisions, contractors,



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	developers, engineers and consultants regarding compliance with City engineering standards, specification, construction, and building codes.
20%	Review technical plans and shop drawings; test materials and review testing data submitted by outside contractors. Monitor and inspect drainage facilities; report related problems and repair/replacement needs; file related documentation. Understand storm drain operations, and capabilities, and limitations of equipment.
20%	Perform certificate of occupancy inspections; coordinate inspections associated with the regional building department. Respond to sidewalk snow complaints within the public right of way; issue ordinance violation notices to responsible parties; follow up to ensure that the violation is corrected; initiate proper action for property assessments. Oversee the Sidewalk Tree Root Replacement program; contact property owners as necessary; file related documentation; initiate proper action for property assessments. Coordinate concrete right-of-way repairs with the proper department; contact property owners as necessary; file related documentation for necessary repairs. Attend classes, seminars and workshops related to civil engineering, inspections, and work place safety.
20%	Respond to citizen complaints of zoning violations; investigate allegations; contact and work with violator to bring property into compliance with zoning ordinances; perform related research. Review a variety of permit applications including home occupations, temporary uses, non-conforming uses, business licenses, and revocable permits; perform related inspections as necessary; review site plans as needed. Answer inquiries from the general public; interpret and explain City policies and procedures on zoning ordinances. Prepare analytical and statistical reports on operations and activities; maintain a variety of files and records; prepare related correspondence as needed.

Competencies Required:
Human Collaboration Skills: Decision regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Reading: Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, thesaurus, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it



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may be obtained from experience and self- study.

Math: Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/ proportions, and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self- study.

Writing: Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school and up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work required a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision- making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in area related to assignment.

Experience: One year of full-time experience in inspections related to area of assignment.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Job has no responsibility for the direct supervision of others.

Supervision Received:

Receives General Directions: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary/ fiscal responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Daily
Wetness and Humidity	Daily
Respiratory Hazards	Several Times per Week
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: February 2016