



Seasonal Code Enforcement Inspector

Civil Service: No

Classification: Non-Exempt

Department: Building and Code Enforcement

Department # 340

Reports To: Community Development Director

Last Updated: May 2022

I. Summary of Position

The Seasonal Code Enforcement Inspector is a seasonal position working in the Building and Code Enforcement Department. The Seasonal Inspector works under the direct supervision of Director of Community Development. Work may be performed independently or with other employees.

The Seasonal Laborer will perform nuisance type inspections such as identifying unmowed yards and junk vehicles, notifying owners and occupants of necessary corrective action. Duties may include taking and printing digital photos of nuisances, preparing notifications and other paperwork required for files, answering phones and taking messages.

II. Duties and Responsibilities

A. Core Duties and Responsibilities - *The following duties are the primary in this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.*

- Investigating and documenting violations of the nuisance code.
- Accurately preparing notices of violation.
- Communicating over the phone and in person with property owners to correct violations.
- Maintaining records using department software.
- Assisting department clerks with filing, answering phones and taking messages.
- Coordinating nuisance clean-ups and lawn mowing with the mowing and clean-up contractor to assure violations are abated.

III. Qualifications - The ability to perform the Core Duties and Additional Duties listed above and:

A. Education/Training/Certifications

- Must be at least 18 years of age
- Possess and maintain valid Iowa Driver's license

B. Skills

- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Able to use Microsoft Office Word, Outlook and Excel
- Able to operate a digital camera

B. Competencies

- Oral Communication - Listens and gets clarification; Responds well to questions; Participates in meetings.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Asks for and offers help when needed.

C. Physical Abilities

- Typically requires driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions
- Requires lifting / carrying up to 50 pounds occasionally.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring constant use of physical strength and stamina.

IV. Typical Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position is performed in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust, and hazardous equipment.

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Candidate Signature

Date