**Elmore County**

**Class Specification**

**Code Enforcement and Building Inspector – Part-Time, as Needed**

Class Code Number: Pay Grade: 8 Step: 1

FLSA Designation: Covered/Non-Exempt Effective Date: 11/05/2018

**General Statement of Duties:**

Under general supervision, performs a variety of routine to complex duties related to the County’s code compliance program, including the identification, investigation, and correction of violations of the County’s municipal, building, and zoning codes, and of State and County Health and Safety Codes and Ordinances; investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations; initiates abatement procedures; supports building official by performing building inspections for simple residential construction projects; and performs related work as required.

**Classification Summary:**

The primary function of an employee in this class is to ensure compliance with Federal, State and County Ordinances and Regulations. The job requires effective customer service and communication skills to respond to complaints, explain regulations and seek compliance, in sometimes controversial situations. The work is performed under the general supervision of the Director of Land Use and Building department. The principal duties of the position are performed in a general office environment and include field investigations with exposure to all weather conditions. The secondary duties of the position are performed in close coordination with the County Building Official and also include field inspections.

**Examples of work:**

* Receives, records, and investigates complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
* Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; initiates abatement of dangerous properties and vector control issues of vacant properties; provides confirmation to public by telephone and in person regarding code regulations.
* Prepares notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes a notice of violation on property to abate fire and public safety hazards and public nuisances.
* Meets with County planning, building, engineering, fire, sheriff, public works staff and legal counsel regarding complaints; coordinates activities with other staff and code compliance personnel.
* Coordinates and conducts follow-up or abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares noncompliance cases for legal action; presents testimony at nuisance abatement hearings.
* Coordinates and enforces the County’s Urban Wildfire Prevention and management program, including identification of properties in violation, notification to property owners, and follow-up inspections and recordkeeping.
* Makes drive-by or on-site inspections of residential, industrial, and/or commercial areas; notes possible violations at other property sites during the course of field investigations.
* Provides information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; respond to questions, complaints, and inquiries.
* Prepares staff reports related to code compliance activities and services; may present information to the County Commissioners, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
* Maintains files and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence using modern office equipment and software.
* Performs simple building inspections as needed or requested by the Building Official.
* Verifies structures under construction are in compliance with county-reviewed and approved construction documents.
* Performs footings, foundation, structural framing inspections of floors, walls and roof systems ending with the final inspection approval of the building for compliance with currently adopted building codes and County ordinances.
* Collaborates with the Building Official for Stop Work or Not Approved for occupancy postings.
* Inputs and retrieves a variety of information using a computer.
* Observes attendance and punctuality per scheduled hours on a regular basis.
* Performs other duties as assigned.

**Knowledge of:**

* Principles, practices, methods, and techniques of code violation investigation and compliance.
* Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
* Practices for documenting inspections, correcting violations, and carrying through on court procedures.
* Basic requirements of zoning, building, and related codes, ordinances, and regulations.
* Applicable Federal, State, and local laws, codes, and regulations, including administrative and departmental policies.
* Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
* Occupational hazards and standard safety practices necessary in the area of code compliance.
* Research and reporting methods, techniques, and procedures.
* Technical report writing and preparation of correspondence.
* Principles and procedures of recordkeeping.
* Modern office practices, methods, computer equipment and software.
* English usage, spelling, vocabulary, grammar, and punctuation.
* Techniques for effectively representing the County in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
* Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and County staff.

**Ability to:**

* Explain codes and regulations to property owners, residents, and others.
* Interpret, apply, and explain Federal, State, and local laws, codes, and regulations, including administrative and departmental policies and procedures.
* Understand and explain occupational hazards and standard safety practices necessary in the area of code compliance.
* Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
* Prepare clear and concise reports, correspondence, and other written materials.
* Read and interpret maps, plans, and legal descriptions.
* Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
* Establish, maintain, and research code compliance files and activity records.
* Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
* Operate modern office equipment including computer equipment and software.
* Organize own work, set priorities, and meet critical time deadlines.
* Understand and follow oral and written instructions.
* Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
* Use English effectively to communicate in person, over the telephone, and in writing.
* Be able to communicate with public that cannot speak English or be able to speak Spanish.
* Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
* Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience:**  
Familiar with municipal, zoning, and/or building codes, inspection, or related military or civilian experience.  
  
**Education/Training:**Equivalent to completion of the 12th grade. Supplemental specialized training in planning, zoning, inspection, or law enforcement is desirable.  
  
**License and Certificates:**  
Valid Idaho driver’s license with satisfactory driving record.

**Physical Demands**  
Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, drive on un-maintained roads / surface streets, and make inspections; strength, stamina, and mobility to perform light physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking uneven terrain and landscapes when performing inspections. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.  
  
**Environmental Elements**Employees partly work in the office and partly in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.