

Position Title: Part-time Code Compliance Inspector

Position Summary: The Code Compliance Inspector performs a variety of technical duties in support of the City's ordinances, code requirements, and property maintenance program related to land use matters, building, health and safety, storm water runoff, noise, nuisance lighting, signage, and other matters of public concern. Violations and complaints are investigated and procedures to abate violations and obtain compliance including issuing notices of violations, citations, and court action are performed while applying strong customer service skills. This position also maintains thorough records and documentation and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments.

This is a part-time position working approximately 25 hours a week.

Supervisory Responsibility: The Code Compliance Inspector does not supervise other employees.

Department Personnel Summary: The Code Compliance Inspector works closely with the Building Inspector, Building Department Coordinator, and Building Official. The Code Compliance Inspector provides updates as necessary for the Mayor and City Council.

Reports To: Building Official (direct supervisor) and Director of Public Works (department head)

Duties and responsibilities include, but are not limited to:

Performs a variety of field and office work in support of code enforcement.

Receives and responds to citizen complaints and reports from other agencies and departments on violations of City codes and ordinances; conducts investigations; interviews complainant and witnesses; inspects residential and commercial properties for code violations; attempts to make contact with property owners in order to resolve violations and effectively work toward compliance; issues warning notices and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; prepares requests for legal action.

Prepares and provides documentation and evidence in support of legal actions taken by the City; appears in court as necessary; testifies at hearings and in court proceedings as required.

Creates and prepares a variety of written reports, memos, and correspondence related to enforcement activities.

Proactively patrols area to identify and evaluate problem areas and/or ordinance violations; conducts property inspections.

Operates computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement.

Performs Building Inspector duties when the inspector is absent or unavailable.

Attends meetings as required and serves as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of codes and ordinances; interprets and explains municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.

Required Education, Training and Experience

High school education or equivalent.

Minimum of 3 years of construction, planning or code enforcement experience.

Proficient with Microsoft Office including data entry, spread sheets, word processing

Ability to establish effective working relationships with developers, property owners, contractors, engineers, architects, city employees, and the general public and enjoys interacting with people.

Ability to communicate effectively in oral and written form.

ICC certifications and/or classes in the Housing and Building Technology program are desirable.

Desirable Knowledge and Skills:

Operations, services, and activities of a municipal code compliance program.

Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building health and safety, and related areas.

Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.

Legal actions applicable to code enforcement compliance.

Effective public relations practices including customer service skills.

Physical Demands:

Hearing, seeing, speaking, walking, standing, bending, stooping, kneeling, reaching above shoulder level, crouching and/or crawling, walking on uneven terrain.

Mental Demands:

Having contact with customers: residents, business owners, contractors, developers, engineers, architects, realtors regarding permits, zoning, code compliance, and other aspects of the Building Division.

Maintain complex logs, records, and files.

Pay Range:

This is an hourly position with no benefits.

Hourly rate: \$20 - \$25/hour, depending on qualifications.

Estimated weekly hours: 20 - 25 hours

To apply:

For additional information, please see the City of Ladue's website at www.cityofladue-mo.gov

Please submit resume and cover letter, marked Code Compliance Inspector by January 28, 2016 to: Will Penney, City of Ladue, 9345 Clayton Road, Ladue, MO 63124 or e-mail to wpenney@cityofladue-mo.gov

AA/EEO Employer