



City of South Bend

Vacancy Announcement

Post Date: Wednesday, March 4, 2015

Closing Date: Until Filled

## **CODE INSPECTOR IV**

**Category:** Full Time  
**Department:** Code Enforcement  
**Reports To:** Chief Code Inspector  
**Schedule:** Monday-Friday, 8 AM-5 PM; occasional evening and weekend work required based on departmental need.  
**Pay Rate:** \$15.38-\$18.75/hr. (Non-exempt)

**Position:** **SUMMARY**

Inspect city neighborhoods for violations and clearly document property conditions and complete inspection reports. Analyze chronic issues within specific neighborhoods using departmental data and historical information. Contribute substantially to the City's vacant and abandoned housing effort and communicate weekly progress toward goal. Propose solutions and conduct initial inspections of substandard properties, trash, debris, tall grass/weeds, zoning problems, license applications and abandoned vehicles. Work with other City Departments to resolve unsafe living conditions for City residents. Proactively document trouble spots, anticipate questions from the public based on complaint history, and respond to requests for information professionally.

**SUPERVISION EXERCISED**

- Not applicable

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Analyze issues and propose solutions to chronic problems. Communicate concerns and critical issues to supervisors. Track and report problem properties.
- Educate City residents and local business owners about Code issues and violations. Represent the Department professionally, and interact with constituents courteously and knowledgeably.
- Anticipate and respond to resident concerns based on property history or condition.
- Perform property inspections according to local, state and national standards.
- Enforce City and State laws regarding property maintenance and vehicles.
- Complete required reports and keeps accurate records and files.
- Maintain clean and sanitary equipment, vehicle and work area.
- Perform various enforcement-related paperwork assignments.
- Testify at Code Enforcement hearings and court when needed.
- Check Outlook email at least once in the morning and once in the afternoon. Must be reachable by handheld radio throughout the work day.

- Support community activities, which may occur at night or on weekends.
- Occasionally lift trash or debris weighing up to 75 lbs.
- Generate or edit reports and public hearing presentations using MS Word, Excel, PowerPoint.
- Keep Outlook calendar up to date with absences, meetings, and other engagements.
- Utilize mobile applications to generate new violations and track citation history.
- Use safety equipment and wear uniform per departmental policy.
- Other duties as assigned.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Answer phones, assist customers, look up property information and support administrative staff as needed.

**QUALIFICATIONS/ EDUCATION AND/OR EXPERIENCE**

- High School diploma or equivalent. College degree in a major related to construction, building inspection, engineering, or environmental health and safety preferred.
- Three or more years of work experience required, preferably in the building construction field and/or inspection work.
- Must have experience with office software including MS Word, Outlook, PowerPoint and Excel.

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Ability to investigate unsafe buildings and debris-strewn areas.
- Proactive and passionate about improving the City of South Bend.
- Excellent, systematic, accurate data collection and strong computer abilities (MS Word, Excel, Outlook, PowerPoint).
- Clear written and verbal communication skills. Must be able to communicate results using MS Word, Excel, Outlook and PowerPoint.
- Excellent interpersonal skills and ability to work with diverse populations. Must have superior customer service skills.
- Persuasive; able to diffuse contentious situations.
- Willingness to learn, provide feedback on, new software/hardware tools, departmental processes, and systems.
- Knowledge of local codes or willingness to learn.
- Must communicate critical issues to supervisors.
- Use mobile inspection application(s), mobile devices (iPad, smartphone, radio).
- Working knowledge of City or County government a plus.

**CERTIFICATES, LICENCE, REGISTRATION:**

- A valid Driver's License is required and the ability to drive daily for this position.
- International Property Maintenance Code certification. All inspectors are required to hold valid certification of the 2012 International Property Maintenance Code within six months of signing this job description and/or hire.
- Asbestos inspection certification is required. New employees will have within one year of hire to obtain certification and existing employees must have certification. All employees must re-certify on a yearly basis and keep track of their state license numbers.

**EQUIPMENT**

Desktop, mobile devices (i.e. iPad, tablet, smartphone) and laptop computer; telephone; safety equipment.

**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 the duties of this job, the employee will frequently be required to sit, walk, talk, and hear. The employee is occasionally be required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must be able to lift and/or move up to 75 pounds as needed. Ability the work in adverse weather conditions requiring and moderate degree of physical stamina. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

Work is often performed in challenging environments including vacant buildings and debris-strewn areas. Workers are required to wear safety gear as needed. Work is performed outside as well as in office settings, with moderate inside temperatures. The noise level in the work environment is usually moderate in the office. Entire office and all City vehicles are smoke-free.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Pre-employment drug screen required**