



JOB SPECIFICATION

Code 17330

Grade GS 45

ASSOCIATE CODE COMPLIANCE INSPECTOR

General Purpose

Under general supervision, conduct field investigations, food inspections, food and water sampling and respond to complaints to enforce municipal code, laws, County orders, zoning, licensing and property environmental issues and to ensure protection of the public health.

Typical Duties:

Investigate complaints and enforce zoning and food ordinances, laws, County orders and codes. Involves: Conduct on-site inspections and investigations of privately owned properties to insure compliance with city ordinances. Conduct routine, re-inspections and follow-up inspections of food establishments. Conduct site assessments of Temporary, Recurrent and Seasonal food establishments. Respond to and investigate complaints from the public related to building without a permit, certificate of occupancy, setback requirements, public right-of-way obstructions, mobile home placements, prohibited businesses, oversized vehicles and illegal auto repair in non-permitting zoning districts, sidewalk repairs, home occupations, historical preservation, prohibited signs, special privileges, open storage, parking on unapproved surfaces, water waste, alleged foodborne complaints, no health permit, imminent health hazards, food establishment unsanitary, food held at improper temperature, etc. Respond to nuisance violations by conducting on-site visits and investigations of public and privately owned property to ensure compliance with debris and trash accumulation, placing refuse in containers other than own without the owners permission, junk vehicles, garage sales, unlawful waste water discharge. Conduct on-site inspections of businesses to insure compliance of licenses for food, alcohol, assembly, motor vehicle dealers, swimming pools, second dealers, gas heating, repair garages, tattoo parlors, laundries, occupations tax, lodging, etc, Investigate illegal dumping, illegal food operations and fire or disaster events involving food. Conduct surveillance of illegal dumping in alleys, vacant lots, private properties, surrounding desert areas and food operations. Obtain food and water samples for laboratory analysis. Inspect, retain or condemn adulterated food. Advise violators or issue notices or citations. Gather evidence and file prosecutor worksheets. Prepare reports and testify in court. Present Food Handler courses.

Complete administrative duties. Involves: Maintain and update automated record keeping and files. Maintain accurate documentation and tracking of violations, inspections, and code enforcement activities. Recommend revisions to existing ordinances and codes. Respond to customer inquiries by telephone and/or personal contact. Respond to inquiries regarding the billing or incorrect charges and adjust accounts as indicated. Research Internet and professional journals to learn of new and innovative techniques and trends in code enforcement, water conservation irrigation system improvement and food handling operations and equipment. Attend classroom training and seminars related to major or urgent field inspections. Prepare reports and records necessary for presentation in court and testify in court.

Knowledge, Skills, and Abilities

- Application of good knowledge of the principles, practices and methods of investigation and enforcement of federal, state and City codes, ordinances and County orders.
- Application of good knowledge of federal, state and local regulations and professional standards related to test sampling of food, water and waste products that could impact the health and safety of residents.
- Application of some knowledge of public relations methods.
- Application of good knowledge of personal and/or network computers, office, word processing and database software applications.



JOB SPECIFICATION

Code 17330
Grade GS 45

ASSOCIATE CODE COMPLIANCE INSPECTOR

- Interpretation of laws, rules, regulations, ordinances and County orders specific to a variety of health, safety, environmental or nuisance prevention codes and regulations.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with investigation, evidence gathering and preservation, and enforcement of regulatory, environmental, health and safety ordinances, County orders and standards.
- Application and use of random test sampling equipment and measurement instruments; and computerized field data collection devices.
- Clear, concise oral and written communication to present technical instruction and direction to commercial, industrial and private property owners.
- Application of good knowledge of public speaking and public relations methods to persuade, negotiate, and/or mediate issues.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the public.

Other Job Characteristics

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during on-site investigations.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Regular driving through City traffic.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and one (1) year of experience involving public contact, general clerical work or food handling operations.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.