

## **City of Tupelo Job Description**

### **Classification:**

Job Title: Code Enforcement Inspector

Department: Planning

Supervisor: Code Enforcement Manager

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Exempt: No Effective Date: 3-1-2016

Work Location: City Hall Hours: 8 a.m. to 5 p.m. with some evenings

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**SUMMARY:** Secures compliance by owners, builders, contractors and residents of the City with the Building Code and other structural codes hereafter referred to as the construction codes, the Property Maintenance Code, the Development Code, the Rental Housing ordinance standards, and any other related codes adopted by the City of Tupelo.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs physical inspections of residential, commercial and other properties as required by the City codes and administrative policies. Inspects residences, accessory buildings, lots, and other property improvements to determine compliance with codes and standards approved by the City.

Provides data needed to produce detailed work write-ups or other descriptions of rehabilitation work required to bring such structures into compliance with codes and regulations.

Monitors abandoned structures, including those damaged by fire or natural disasters.

Works with the city's Code Enforcement Manager in the monitoring and reporting of violations of structural and other codes and ordinances for which the department has enforcement responsibilities. Regulates signs and lot conditions as assigned by Code Enforcement Manager.

Provides contractors and the public with information regarding the requirements of the construction and maintenance codes, the Development Code, and the rental housing ordinance.

Maintains accurate records of all activities and prepares written reports as required for the accurate documentation of such activities.

Attends training courses and conferences concerning enforcement of codes and related duties, and will be expected to maintain knowledge of all adopted maintenance codes.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** Each essential duty must be satisfactorily performed. Reasonable accommodation which does not create undue hardship may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION AND/OR EXPERIENCE:** Two years of college education or vocational degree in a field related to the construction or real estate industry; or five years experience in local government functions related to planning, law enforcement, or community development. An equivalent combination of education and experience may be considered.

**TECHNICAL SKILLS:** Ability to read and interpret property maintenance codes and standards. Knowledge of the standard methods, materials and techniques used in construction. Ability to locate and detect defective or flawed materials or workmanship. Knowledge of the basic requirements of the city construction codes.

**LANGUAGE SKILLS:** Ability to meet and interact with the public and members of the building and property management industries. Ability to explain detailed structural, maintenance, safety and other requirements to the public.

**REASONING ABILITY:** Ability to inspect residential and commercial structures, determine compliance with codes, determine feasibility of rehabilitation versus demolition, determine rehabilitation needed to meet code requirements. Ability to make important decisions exercising technical judgements with limited supervision.

**CERTIFICATIONS, LICENSES, AND REGISTRATIONS:** Certification in the field of inspection from the International Codes Council or similar agency within two years of employment. Must possess a valid Mississippi Driver's License and a Social Security number. Non U.S. citizens must have appropriate Immigration documents.

**OTHER:** Ability to comply with City of Tupelo drug/alcohol policy. Ability to obtain a satisfactory criminal background check.

**PHYSICAL DEMANDS:** The following physical demands are representative of those that the employee must meet to successfully perform 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 is routinely required to talk, hear, sit, walk, and stand. Employee will be occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

Specific vision abilities required include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to focus.

Employee must be able to occasionally lift up to thirty (30) pounds.

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

The employee regularly works outside and on construction sites, and may work near moving mechanical parts, fumes, or airborne particles, and vibrations from equipment. May be required to work in adverse weather conditions. May encounter loud noises such as jack hammers or large earth moving equipment. May be required to work in high precarious places.

**IMPORTANT:**

The position description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by the director of Department of Development Services.

The Department of Development Services reserves the right to revise or change job duties as needs arise. The position description does not constitute a written or implied contract of employment and creates no contractual obligations of the City of Tupelo.”