

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE:	Inspector I	SALARY GRADE: 8
DEPARTMENT:	Planning and Community Development	FLSA STATUS: NE
REPORTS TO:	Supervisory Inspector	DATE: 11/2022

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Responsible for enforcing City Code as it related to non-criminal activity and ensuring the safety of the citizens, guests and employees through the use of the City Code. Work is performed under the moderate supervision of Supervisory Inspector.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Performs daily inspection of housing, non-residential premises, and properties for compliance with City Code regulations.

Prepares and maintains files/reports on inspections and findings related to field observations. Prepares correspondence relating to inspections, code requirements, procedures, or other matters as necessary.

Responds to citizen inquiries and complaints relating to code violations, or other related matters.

Advises on the adequacy of housing, non-residential premises, and properties with respect to compliance with City codes and regulations, and other regulations as applicable. Orders corrections and cites violations as required. Ensures corrections of deficiencies and violations in accordance with codes and citations.

Inspects for sediment control compliance and prepares appropriate reports and violation notices, as required.

Monitors construction permitted through the City building permit process for compliance with permit conditions and City codes and regulations. Reviews plans for compliance with codes, standards, specifications and regulations and issues notices to responsible parties. Inspects street, sidewalk and other civil construction projects and prepares construction inspection reports, correction orders, stop work orders, or other action as required.

Counsels architects, builders, designers, and the public on code and procedural issues and consequence for failure to follow required procedure.

Responds to off duty calls for emergency inspection or other duties, as required.

Enforces parking regulations and ordinances; issues citations and/or verbal warnings to parking violators; testifies in court and other proceedings relative to enforcement actions, as required.

Prepares documentation for presentation of enforcement cases to Board of Appeals or other administrative or judicial hearings, as required.

Represents the City at meetings and hearings, as required.

IMPORTANT JOB FUNCTIONS:

Meets with homeowners, management companies, merchants, citizens or others to discuss code enforcement and to respond to questions relating to regulations and enforcement.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicle	Police Radio	Heat Detector	Noise Reader	Light Reader
Computer	Gas Detector	General Office Equipment		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or GED; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Community Development Inspector I

Certified Maryland State Sediment Control Inspector completed before end of probationary period.

Certified Property Maintenance and Housing Inspector or equivalent before consideration for promotion.

Valid Driver's License

Certified Lead Base Paint Abatement Official Desirable

Certified Radon Gas Mitigation Specialist Desirable

Certified Commercial Plumbing Inspector Desirable

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Pertinent codes and regulations administered by the department. Proper inspection methods.

Legal procedures involving enforcement of City Codes and regulations.

Sediment control regulations, street construction codes, standards and specifications.

All computer applications and hardware related to performance of the essential functions of the job. Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to interpret code requirements and to apply requirements to appropriate situations. Ability to perform interior and exterior inspections, including inspection on construction sites. Ability to accurately read and interpret plans, maps, and specifications.

Ability to maintain records, logs and files.

Ability to establish and maintain effective working relationships with a variety of people.

This classification involves seldom physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity. This is light work requiring the exertion of up to 10 pounds of force.

Working Conditions:

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.