

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	None	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Building and Code Enforcement	DEPARTMENT NUMBER	340
REPORTS TO (TITLE)	Community Development Director	JOB FAMILY	Community Development
PAY GRADE	Seasonal	DATE OF LAST REVIEW	August 2024

NATURE OF WORK
The Seasonal Code Enforcement Inspector is a seasonal position working primarily through the spring / summer months. This position performs nuisance type inspections such as identifying unmowed yards and junk vehicles, notifying owners and occupants of necessary corrective action. Duties include taking and printing digital photos of nuisances, preparing notifications and other paperwork required for files, answering phones and taking messages.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Performs property inspections for housing, nuisance and environmental health code violations such as tall grass and weeds, rubbish and refuse, junk motor vehicles and illegal dumping.
3.	Prepares case files and keeps an accurate account of inspections including the findings of the inspection, status of compliance, and other related information using digital camera and writing reports.
3.	Assists department clerks with filing, answering phones and taking messages
4.	Coordinates nuisance clean-ups and lawn mowing with the mowing and clean-up contractor to assure violations are abated.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Does not officially supervise other employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS
High School Diploma or equivalent (G.E.D.)

LICENSING / SPECIAL REQUIREMENTS
Valid driver's license

SKILL / ABILITIES REQUIREMENTS
<ul style="list-style-type: none"> <li>• Recordkeeping principles;</li> <li>• Time Management;</li> <li>• Knowledge of relevant policies, procedures and strategies to promote local and state statutes;</li> <li>• Communication skills such as active listening, oral and written communication to deal with customers and other stakeholders.</li> <li>• Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, Outlook).</li> </ul>

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: standing, sitting, balancing, stooping, kneeling, crouching, reaching, walking, fingering, handling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Driving / Travel
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

**POSITION ASSESSMENTS**

Cognitive

- Criteria Cognitive Aptitude Test

Skills

- Criteria Basic Skills Test

Personality

- Employee Personality Profile
- Customer Service Aptitude Profile

Interview

**CLASSIFICATION HISTORY**

DATE	COMMENT
August 2024	Draft created by BC

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.