

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Code Compliance Investigator</u>
Sch & Grade	<u>PAT 10</u>
Class Code	<u>BH99</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Code Enforcement &amp; Inspection</u>

**PRIMARY PURPOSE:**

To investigate and prepare documentation of assigned cases of violations of various city codes; dangerous, blighted and nuisance buildings; property related nuisances, as well as violations of the craft and trades ordinances.

**SUPERVISION:**

Under general supervision of the Code Administrator; supervises support personnel as assigned.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Serves as lead investigator for complaints and coordinates preparation of documentation of violations of various city codes, including but not limited to, dangerous, blighted and nuisance buildings, property related nuisances and violations of the craft and trades ordinances.
2. Coordinates and oversees inspections related to violations of dangerous, blighted and nuisance buildings and property related nuisances identified by other departments that require a joint effort by the City staff of various departments including Health, Fire, Zoning, Building Inspectors, etc.
3. Performs periodic field inspections both prior to and during investigation to confirm and document violations and gather appropriate evidence to support findings.
4. Tracks the status of assigned projects under investigation and keeps involved parties updated on progress and relevant issues.
5. Issues Notices of Violations based on documented evidence and in accordance with City policies and ordinances.
6. Assists in administrative functions related to the Dangerous Building process as delegated by the Director of Building Development Services or Code Administrator.
7. Reviews and makes recommendations to modify existing codes used to enforce compliance.
8. Prepares and drafts documents for use in the development of new city ordinances for the purpose of improving enforcement of city codes.
9. Prepares information for use in the development of contracts necessary to abate nuisance conditions.
10. Prepares information and evidence for submittal to the City Attorney, or his representative, for use in Administrative Hearings and in Municipal and Circuit Court.
11. Serves as a witness in hearings and other legal proceedings relating to the enforcement of city codes.
12. Confers, both verbally and in writing, with citizens, their attorney's and employees of other departments on matters relating to the abatement of nuisance conditions or other violations of city codes.
13. Completes performance evaluations, recommends and implements disciplinary action as applicable.
14. Utilizes necessary computer software applications.
15. Travels throughout the city in order to make inspections and gather evidence for enforcement of the city codes.

**IMPORTANT FUNCTIONS:**

Attends conferences, workshops, seminars, and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Applicable codes, regulations and ordinances, investigation techniques, legal formats and terminology, and a general understanding of judicial processes. Knowledge of construction principles and zoning regulations desirable.

**Abilities**

Must be able to deal effectively and professionally at all times with the public. Effectively read, learn, understand, analyze, interpret and enforce applicable codes and ordinances accurately, fairly, firmly and tactfully, using sound independent judgment and make responsible decisions and recommendations; ability to pay close attention to detail; utilize computer software applications, deal effectively and courteously with associates, contractors, developers, builders, and the general public; communicate effectively both verbally and in writing, including maintaining accurate records, preparing reports requiring attention to detail; making presentations, follow oral and written instructions; ability to plan, direct and supervise work of subordinate employees; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the city’s stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in a discipline relating to code enforcement such as law, business, construction, or management or other related degree, plus three years of progressively responsible experience in municipal or state code enforcement or professional building and zoning code inspection and enforcement experience. Directly related experience may be substituted for the education requirement on a year for year basis.

**Physical Requirements**

Makes periodic inspections involving bending, squatting, kneeling, and reaching to both ground level and overhead; holds and grips objects; lifts, carries, pushes, and pulls up to 25 pounds; ability to operate a computer keyboard.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment; when making inspection tours, may be subject to extreme weather conditions, dust, and pollen as well as electrical, mechanical, and other safety hazards associated with inspections; may be exposed to extreme noise, cramped spaces, poor lighting and ventilation while inspecting.

**Licensing/Certification**

None required.

**Miscellaneous Requirements**

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License (if the vehicle is a personal vehicle, must have required insurance- mileage reimbursement is provided).

<b>Last Revision:</b>	February 8, 2012	<b>GENERAL ORDINANCE NO.</b> 5361
<b>Comments:</b>	Updated Abilities	<b>Date:</b> April 12, 2004

<b>I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.</b>	
<b>Signed:</b> _____	<b>Date:</b> _____