

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Supervisory Inspector
DEPARTMENT: Planning and Community Development
REPORTS TO: Assistant Director of Community Development

SALARY GRADE: 16
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Responsible for planning, organizing and delegating inspection tasks to subordinates, and communicating with the public on property maintenance issues that affect citizens.

ESSENTIAL JOB 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.

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

Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Ensures the correction of deficiencies and violations in accordance with codes and citations.

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.

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

Counsels architects, builders, designers and the public on code and procedural issues. Provides technical information to City Council, Advisory Boards and Appeal Boards as necessary

Presents information in public meetings to the City Council, Advisory Boards and the general public. Responds to citizen inquiries and complaints relating to code violations, or other related matters;

Monitors construction permitted through the City building permit process for compliance with permit conditions and City codes and regulations;

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

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

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in Engineering, Architecture, Housing, or a related field; and,

Four years of progressively responsible experience with two years as Community Development Inspector II or equivalent; 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:

Certified Property Maintenance and Housing Inspector

Certified Maryland State Sediment Control Inspector

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:

Supervisory methods and City personnel regulations.

Pertinent codes and regulations administered by 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:

Supervising employees.

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

Communicating orally and in writing with internal staff, 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 supervise, coordinate, train and evaluate the work of community development inspectors.

Ability to accurately read and interpret plans, maps, and specifications.

Ability to follow written instructions.

Ability to maintain records, logs and files.

Ability to perform interior and exterior inspections, including inspection on construction sites.

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

While performing the essential functions of this job the employee is frequently required to walk; ; speak and hear; lift and/or move up to 10 pounds.

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.

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.