

Nashville Davidson Metropolitan Government

Property Standards Inspector 1

Salary: \$17.96 - \$23.34 Hourly
\$1,436.58 - \$1,867.54 Biweekly
\$3,112.58 - \$4,046.33 Monthly
\$37,351.00 - \$48,556.00 Annually

May coordinate and assist with activities of personnel engaged in enforcement of the Metropolitan Zoning Code, inspection of dwellings and enforcement of regulatory codes used to determine the condition of structures, and assists the public in obtaining information pertaining to Metropolitan Zoning and Property Standards codes. Performs related duties as required.

Job Description:

MAJOR JOB RESPONSIBILITIES

Prepares for, conducts, and follows up on inspections regarding the Property Standards Code and the Zoning Code.
Takes photographic evidence and documents each deficiency in detail.
Follows-up with re-inspections to verify compliance with regulations.
Makes on-site inspections of dwellings and the surrounding premises.
Makes Use and Occupancy inspections to ensure compliance with Metro regulations.
Makes field inspections on sign and fence locations to ensure they meet the required set-backs and sizes.
Inspects billboard locations before permits are issued.
Determines measures necessary to comply with applicable ordinances.
Follows-up with re-inspections to verify compliance with regulations.
Makes recommendations for rehabilitations/demolition of structures.
Takes corrective actions against code violators.
Issues citations for failure to comply with the code.
Makes court appearances to prosecute code violators.
Orders removal of abandoned vehicles stored on property, including abandoned appliances, furniture, junk, trash and debris.
Ensures compliance with Metropolitan Zoning and Property Standards Code.
Explains applicable sections of the city code as necessary to enforce zoning and property standards regulations.
Performs administrative duties.
Conducts title checks for property ownership and/or abandoned vehicles.

Maintains accurate records and files.
Prepares daily field inspection reports.
Uses a computer to input and retrieve information.
Follows-up on phone calls pertaining to zoning inquiries and complaints.
Communicates with the public on issues related to zoning and property standards codes.
Attends various community/neighborhood meetings.
Assists with the Property Standards and Zoning Appeal process.
Makes necessary changes to tax and property maps.
May be required to issue permits.
Attends training sessions and stays current with technical publications.
May represent the department by attending various intra-government, neighborhood and community meetings.
May assist with the training and development of new inspectors.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

This classification receives supervision from and reports to the Property Standards Inspection Chief, who directs and supervises all inspection activities and is consulted on unusual or difficult inspections and/or makes decisions on inspection and enforcement operations.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

This classification primarily works outside on field inspections, has daily public contact, and may encounter hazardous conditions while inspecting dwellings. Some work activities are performed in the office.

Employee works in an office setting under generally favorable working conditions and in the field performing inspections. Work is sedentary; however, there may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

Employment Standards:

EDUCATION AND EXPERIENCE

Associate's Degree in Construction Technology or a related field from an accredited college or university and three (3) years of construction work, construction inspection, or related experience.

OR

High School Diploma and five (5) years of construction work, construction inspection, or related experience.

PERFORMANCE STANDARDS

Basic knowledge of the International Building Code and other applicable codes.
Basic knowledge of the International Residential Code for One and Two Family Dwellings.
Knowledge of the Metro Property Standards Code and the minimum requirements for property maintenance, housing and premises standards within Nashville/Davidson County.
Knowledge of the basic concepts of housing construction.
Knowledge of fire safety regulations.
Knowledge of the geographic area of Nashville/Davidson County.
Thorough knowledge of the codes, laws, and ordinances pertaining to zoning.
Thorough knowledge of the rules and regulations in the Metro Comprehensive Zoning Code and Property Standards Code.
Knowledge of the state Land Division, Use, Advertising, and Property laws.
Knowledge of the general permit issuance structure.
Knowledge of the Storm Water Management Act.
Knowledge of basic drafting techniques.
Knowledge of the procedures involved in reviewing and issuing permits.
Ability to inspect sites and apply zoning ordinances.
Ability to read and interpret plans and specifications.
Ability to detect deviations from regulatory codes.
Ability to work with the public.
Ability to discuss, explain, and interpret codes requirements.
Ability to ascertain facts by personal contact, observation, and the examination of records.
Ability to maintain accurate records and write detailed reports.
Ability to communicate effectively, both orally and in writing.
Ability to use sound judgment in decision-making.
Ability to research and gather information.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid "Class D" Drivers License

Certified by the International Code Council, as follows:

Certified Property Maintenance and Housing Inspector (ICC)
Certified Zoning Inspector (ICC)
Certified Residential Building Inspector (ICC)

Any employee appointed to this classification shall obtain such certification within two (2) years from the effective date of his/her appointment to said classification.

Failure to meet the certification requirements within the two (2) year period shall result in disciplinary action.

NOTE ON TRANSITIONING TO PROFESSIONAL LICENSE OR CERTIFICATION CLASSIFICATION:

Employees in this classification shall be automatically upgraded to the next level in this classification series provided all of the criteria of Policy 5.6 B-III, Transitioning to Professional License or Certification Classification are met.