



CITY OF  
**Anadarko OK**

# CITY OF ANADARKO JOB DESCRIPTION

<b>WORK STATUS: FULL TIME</b>	<b>JOB TITLE: Code Enforcement/Building Inspector</b>
<b>FLSA STATUS: NON-EXEMPT</b>	<b>DEPARTMENT: Building/Planning</b>
<b>STARTING SALARY: DOQ</b>	<b>NORMAL WORK HOURS: M-F 8AM TO 5PM</b>
<b>SAFETY SENSITIVE: YES</b>	<b>DATE OF LAST REVISION:06/24/2024</b>

**NATURE OF WORK**

Skilled inspectional work in securing and maintaining compliance with local and national codes and regulations governing building, electrical, mechanical and plumbing construction, alteration, and repair. Work involves responsibility for inspecting a variety of buildings and construction projects to determine whether plans, workmanship, and materials conform to legally established requirement; issues building, electrical, mechanical, and plumbing permits; conducts zoning inspections and enforcement of codes and property maintenance regulations. Work is performed with considerable independence within established codes, regulations, and technical guidelines, and is reviewed by a City Engineer through conferences and reports.

**ESSENTIAL JOB FUNCTIONS**

1. Reviews and checks plan and plot plans for accuracy; provides previously approved building permits for new single, multi-family and commercial buildings and for alterations, remodeling, and additions to existing buildings.
2. Perform the inspection of heating, air conditioning, refrigeration, plumbing and electrical installations and equipment for compliance with provisions of local and national codes; issues notices to persons involved where installation are found to be defective; makes recommendation on correct methods of installations.
3. Interprets and explains building, electrical, and plumbing ordinances, codes, and regulations to builders, contractors, home owners, and other interested parties.
4. Checks complaints in regard to defective construction and installation; assists in prosecution of violators of regulations; issues building, electrical and plumbing permits.
5. Prepares and maintains necessary records and reports. Issues licenses and permits, registers licensees for a fees and issues permits for beverage, restaurant, and vending machines.
6. Performs Code enforcement for weed abatement, cars, nuisances, improper businesses, and checks for other un-permitted work.
7. Attend council meeting, hearings and court proceedings related to code violations as required.
8. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.
9. Locate vacant residences and businesses; inspect to ensure buildings or secured with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
10. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
11. Participate in supervising the work of community service workers, or volunteers engaged in community clean-up and preservation activities; determine locations and type of work to be performed.
12. Performs related duties as required.

## **GENERAL REQUIREMENTS**

- Initiative and innovation
- Proficiencies in MS Office and PC operations
- Ability to communicate effectively by written or verbal and interact with internal and external customers
- Teamwork focused experience
- Independently perform a full range of municipal code enforcement and compliance duties.
- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Investigate complaints and mediate resolutions in a timely and tactful manner.
- Prepare accurate and detailed documentation of investigation findings.
- Maintain complex logs, records, and files.
- Occasional after hours and weekend work required

## **EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

High School Education with specialized coursework or experience in construction, plumbing, electrical, carpentry, and related fields. Generally, will have 3-4 years of related work experience after having a contractor's license or journey level experience in one of the above fields. Ability to read local codes and regulations, and interpretation of same. Ability to read maps and plans. Extensive knowledge of international building, plumbing and electric codes preferred.

## **SUPERVISORY RESPONSIBILITY**

No supervisory responsibility required.

## **SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED**

Must have a valid state driver's license with an acceptable driving record. A contractor's license and journey level card are desirable. Must become a Certified Code Enforcement Officer within one year of employment. Must attend and complete OCEA Property Maintenance Class

## **PHYSICAL/MENTAL REQUIREMENTS**

Must be able to work around construction site; read plans and interpret building codes.

Must be able to sit, stand, bend, walk, climb, stoop, crouch, crawl and lift up to 35 pounds.

Work under uncontrolled weather conditions of rain, heat, and cold may be required;

Deals with the public on a continuous basis and must be able to maintain tact and diplomacy during potentially hostile situations with irate builders and homeowners.

## **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

Some minor physical inconvenience or discomfort routinely present in the work situation. About 75% of the time the incumbent is outdoors. Job requires the incumbent to be aware of and observe safe working procedures.

## **SAFETY SENSITIVE POSITION:**

This position is a "safety sensitive" position as defined by the US DOT drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. These positions may be subject to periodic random drug testing pursuant to City of Anadarko Alcohol & Controlled Substance Testing Policy and Procedures.

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The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent.

LAST DATE OF REVISION: 06/24/2024

## **ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Building Inspector/Planning Officer position and I certify that I can perform these functions.

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Applicant Signature

Date

Witness

\*Management has the right to add or change these duties of the position at any time.