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ORDINANCE NO. 2018- 13

AN ORDINANCE ADOPTING A POSITION SUMMARY FOR THE POSITION OF BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER OF THE CITY OF DIAMOND CITY, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

WHEREAS, the City Council of the City of Diamond City, Arkansas, has the authority to enact Ordinances relating to the City, and

WHEREAS, the City Council of the City of Diamond City, Arkansas deems it advisable and necessary to adopt an Ordinance setting the Position Summary for the position of the Building Inspector/Code Enforcement Officer for the City of Diamond City, Arkansas. The Position Summary shall include the job description and job requirements for position of the Building Inspector/Code Enforcement Officer for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Building Inspector/Code Enforcement Officer for the City of Diamond City, Arkansas and the benefits that shall be offered or provided to the Building Inspector/Code Enforcement Officer for the City of Diamond City, Arkansas, if any.

NOW, THEREFORE, BE IT ORDAINED BY CITY COUNCIL OF THE CITY OF DIAMOND CITY, ARKANSAS THAT:

Section 1. The Position Summary, which is attached hereto and incorporated herein by reference as if stated in full, is hereby adopted as the Position Summary for the position of the Building Inspector/Code Enforcement Officer for the City of Diamond City, Arkansas, which hereby establishes the job description and job requirements for position of the Building Inspector/Code Enforcement Officer for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Building Inspector/Code Enforcement Officer for the

City of Diamond City, Arkansas and the benefits that shall be offered or provided to the Building Inspector/Code Enforcement Officer for the City of Diamond City, Arkansas, if any.

Section 2. This ordinance shall take effect immediately upon its passage.

Section 3. Any ordinance or part of any ordinance in conflict with this ordinance shall hereby be repealed and replaced or shall be held null and void.

Section 4. The provisions of this Ordinance are hereby declared to be severable and if any provision shall for any reason be held illegal or invalid, such holding shall not affect the validity of the remainder of the Ordinance.

Section 5. EMERGENCY CLAUSE. It is determined by the City Council that the adoption of this Ordinance is immediately necessary to provide clarity to employees of the City of Diamond City, Arkansas, and to protect the interests of the citizens of Diamond City, Arkansas, and an emergency is hereby declared and this ordinance shall be in full force and effect from and after passage and publication.

PASSED AND APPROVED this the 23 day of October, 2018, in a regular meeting.

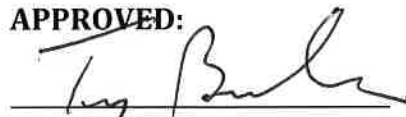
Aye 6 Nay _____ Absent _____ Abstain _____

ATTEST:



Tina Jackson, Recorder

APPROVED:



Troy Burlison, acting Mayor

BUILDING INSPECTOR AND CODE ENFORCEMENT OFFICER

Reports To: ~~Chief of Police~~ *OK*

Position Summary

The Building Inspector and Code Enforcement Officer position is responsible for on-site inspections of commercial and residential properties within the City of Diamond City, Arkansas, including the investigation of potential violations and the enforcement of municipal codes, ordinances and regulations. The duties of this position involve inspecting a variety of buildings, properties, and projects to determine whether health, public safety, property maintenance, building permits, land use, zoning, public nuisance inspection plans, workmanship, and materials conform to legally established requirements.

Duties and Responsibilities

- Investigates observed violations and complaints received through personal contact, telephone contacts and written communication with residents, property owners, developers, contractors, and the general public.
- Analyzes field inspections to determine compliance or non-compliance and issues warnings, stop-work orders, and citations when violations are not corrected.
- Receives and responds to reports of alleged code ordinance violations from citizens or staff; provides information and explains codes and ordinances.
- Prepares written reports of inspections, as specified by departmental procedures; issues warnings and citations when violations are demonstrated.
- Attends all required staff meetings and participates in group assignments and exercises.
- Prepares or submits all requested and/or required daily, weekly, monthly, quarterly and annual reports.
- Attend all court hearings or trials and testify in court and work with the City Attorney or Prosecutor to prepare cases for prosecution and to conduct hearings.
- Conduct health, public safety, property maintenance, building permit, land use, and public nuisance inspections for residential and commercial properties.
- Recognize conditions that constitute code violations and use effective techniques to interact with citizens and the public to correct violations.
- Ensure corrective actions have been taken via re-inspections.
- Communicate tactfully and courteously with general public in sometimes difficult and trying circumstances.
- Establish and maintain effective working relationships with co-workers, other City employees and the general public.
- Work accurately with detailed records and complex information.
- Performs other work-related duties, as assigned.

Skills and Abilities Required

- Must have a high school diploma or equivalent.
- Must have a valid driver's license or be able to attain one at time of appointment and a driving record acceptable to the City's Insurance Carrier.
- Must provide verification of identity for United States work authorization as required by the Immigration Report and Control Act.

- Ability to operate a motor vehicle in all weather conditions
- Must possess knowledge of general codes, ordinances, laws, and regulations.
- Must possess knowledge of safe and efficient work principles and practices, as they relate to code enforcement.
- Must possess knowledge of investigative techniques and practices, evidence collection, and preservation.
- Must possess knowledge of City codes, ordinances, laws, and regulations pertaining to code enforcement.
- Must possess knowledge of State and local codes and standards and all other building related codes and ordinances as adopted by the State and the City of Diamond City Arkansas.
- Must possess knowledge of methods and practices involved in construction.

Skills and Abilities Desired

- The Building Inspector and Code Enforcement Officer must have a strong work ethic, leadership and communication skills, be proactive, and have a high-level of expertise on issues related to building inspection and code enforcement services and public safety. The Building Inspector and Code Enforcement Officer must be able to demonstrate that the Building Inspector and Code Enforcement Officer possesses all of the training, experience and licenses required by state or federal law, and must be able to demonstrate the practical knowledge, skills and abilities that would allow him/her to perform this job in a successful manner.
- The Building Inspector and Code Enforcement Officer must be proficient in basic computer operations and software applications.

Physical Abilities

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 40 pounds of force; work regularly requires sitting, speaking or hearing, and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and repetitive motions, and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Job Hours, Wage and Benefits

Job Type: Part-time or Full-time

Wage: \$12.64 per hour

This position shall be offered access to an optional City employee group health and dental insurance plan and an optional City employee Roth retirement plan.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.