

CLASS TITLE: **Director of Conservation Inspections**

CHARACTERISTICS OF THE CLASS: Under direction, manages and directs inspectional activities to ensure the property owners comply with conservation codes and ordinances; and performs related duties as required.

EXAMPLES OF DUTIES: Coordinates annual inspections for conservation, criminal housing, community development and other properties to ensure compliance with codes and ordinances; manages and directs building code enforcement activities; conducts the development, implementation and review of various inspectional procedures, court and hearing procedures and related departmental operational, clerical and administrative activities; directs and supervises special field inspections of suspected or alleged violations of the Municipal Building Code; supervises and monitors the preparation of data and documentation for the Corporation Counsel to instigate legal actions against code violators; conducts and reviews research activities pertaining to the sociological, economic and technical phases of the housing market as it relates to neighborhood conservation and enforcement; initiates, develops and prepares comprehensive reports on the status and progress of case and work loads and makes adjustment as required; confers with property owners and attorneys regarding enforcement activities as they pertain to specific buildings or parcels of land; meets and confers periodically with civic and community organizations, block clubs and political agencies to maintain working relationships; meets with Housing Court judges to expedite adjustment and handling of case loads; interprets ordinances and departmental policies to municipal employees and the general public; prepares monthly activity reports, supervises the preparation of response to inquiries and complaints.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Administration or related field, supplemented by six years of progressively responsible experience in building code inspection and enforcement, including three years in a supervisory capacity; or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Thorough knowledge of the Municipal Building Code. Thorough knowledge of Inspectional and enforcement practices and procedures. Thorough knowledge of the City's organizational structure.

Ability to supervise the activities of subordinate personnel. Ability to communicate well orally and in writing. Ability to establish effective working relationships.

Considerable skill in the application of conservation codes and ordinances. Skill in dealing with general public.

February, 1987