

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: CODE INSPECTOR**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**REPORTS TO: ZONING ADMINISTRATOR**

**JOB CODE: 1605**  
**DATE: 10/08**

**JOB SUMMARY:**

Interprets the Zoning & Sign Ordinances; assists with staff support to the Zoning Board; assists in plan reviews, inspections and enforcement of applicable City and State Codes, Ordinances and regulations; investigates and assists with the abatement of all applicable Code and Ordinance violations.

**ESSENTIAL JOB FUNCTIONS:**

Interprets, explains and enforces the Zoning and Sign Ordinances.

Consults directly with property owners, contractors, attorneys and other governmental officials relative to applicable city and State Ordinances.

Performs inspections initiated by complaints, field observation or referral for compliance with various zoning codes and other applicable regulations.

Writes reports and letters; issues orders for corrective actions specifying violation and required abatement.

May perform inspections at request of the Code Administrator and Chief Building Inspector for compliance with zoning codes and other applicable regulations.

Issues code violation notices to contractors, property owners or public regarding the results of inspections; prepares appropriate reports.

Maintains and manages a tracking system for citizen complaints.

Researches, prepares and maintains computer and paper files.

Prepares evidence and coordinates case preparation with the City Prosecutor. Assists in prosecution through courtroom testimony and sworn deposition

Provides testimony in courtroom setting and through sworn depositions regarding code violations under subpoena and as requested by the City Prosecutor.

Provides information, advice, feedback, or assistance to the general public and others within City departments to resolve problems.

Works with other department staff and Fire Department staff in the application of the Zoning Ordinance.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General office equipment Motor Vehicle Various Codes and Ordinances

Computer Copy and Fax Machines Camera

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience**

Associate degree from college or technical school in related field; and four or more years of progressively responsible experience; or any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.

**Licenses and Certifications**

Valid New Hampshire driver's license. Must use personal, inspected, insured and maintained vehicle.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

Principles and practices of site development and construction.

Methods and techniques of research and report preparation.

Principles and practices of code enforcement and prosecution.

Records management techniques.

Computer applications related to the work.

Applicable State, Federal and local laws, rules and regulations.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum supervision.

Communicating clearly and effectively, orally and in writing.

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

Effecting abatement of violations.

**Mental and physical abilities to:**

Read and understand engineered site plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations and various applicable code texts.

Speak effectively to others individually, in groups, and in public.

While performing the essential functions of this position the employee is frequently required to stand, walk, sit use hands to finger, handle, or feel, climb or balance, talk or hear, and lift and/or move up to 10 pounds.

**Working Conditions:**

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, toxic or caustic chemicals, risk of electrical shock and changing outdoor weather conditions.

The incumbent's working conditions are typically moderately quiet to moderately loud.