

CLASS TITLE: Assistant Director of Conservation Inspections

CHARACTERISTICS OF THE CLASS: Under direction, assists in the coordination of conservation inspection activities to ensure compliance with the Building Code; and performs related duties as required.

EXAMPLES OF DUTIES: Assigns, monitors and reviews conservation, fire, criminal housing, community development and annual inspections; assists in managing and directing building code enforcement activities; assists in the development, implementation and review of inspectional, court and hearing procedures; conducts special field inspections and investigations of suspected or alleged violations; assists in preparing data and documentation for the Corporation Counsel to initiate legal actions against violators; conducts research into the sociological, economic and technical phases of the housing markets as it relates to neighborhood conservation and enforcement; initiates, develops and prepares comprehensive reports on the status and progress of cases and work loads; confers with owners and attorneys regarding enforcement activities as they pertain to specific parcels of property; meets periodically with civic and community organizations to maintain effective working relationships; meets with Housing Court judges to improve and expedite the handling of case loads; interprets ordinances and departmental policies to municipal employees and the general public; assists in evaluating the performance of subordinate personnel; assists in the preparation of monthly activity reports; responds to inquiries and complaints; represents the Director in his or her absence.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by five years of progressively responsible building construction or building inspection experience including three years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of the Building Code. Thorough knowledge of inspectional and enforcement practices and procedures. Good knowledge of departmental rules and procedures.

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(Cont'd)

Ability to supervise the activities of subordinate personnel.
Ability to establish working relationships with homeowners and
community groups. Ability to communicate well orally and in
writing.

Skill in the application of conservation codes and ordinances.
Skill in dealing with the general public. Skill in the
application of judgment and tact in handling complaints.