



City of Pittsfield *Job Description*

Position Title:	Senior Code Enforcement Inspector	Grade Level:	06/70
Department:	Public Health	Union/Non-Union:	Union, S&P
Reports to:	Senior Sanitarian, Director of Public Health	Date Prepared:	07/2003

Job purpose

The Senior Code Enforcement Inspector is responsible for performing inspections of dwellings in order to determine code compliance, safety, and sanitation of premises, and to enforce the provisions of the Massachusetts Sanitary Code. Other responsibilities include but not limited to: maintaining records of inspections and re-inspections, issuing violations/notices/correction orders, attend court proceedings, and writing reports as needed. Candidate must deal effectively with the public. Some work on weekends and evenings may be required.

Duties and responsibilities

1. Make inspections of dwellings, dwelling units, rooming units, neighborhoods, lots and other real property, residential and commercial, in a systematic and timely manner.
2. Enforce Chapter II of the State Sanitary Code, "Minimum Standards of Fitness for Human Habitation" and applicable sections of the City of Pittsfield, City Code.
3. Supervise Code Enforcement Inspectors.
4. Develop and evaluate inspection procedures, frequencies, and follow up actions.
5. Interpret findings and work with building owners, renters and other interested parties to formulate action plans for improvement.
6. Work collaboratively with Courts, Police, and Fire Departments and Community Development to ensure the quality of housing in low and moderate-income areas meets minimum standards of health and safety.
7. Use enforcement powers when necessary to initiate required improvements.
8. Maintain essential records of all inspections, re-inspections, and referrals to other departments.
9. Order violations corrected in a timely manner.
10. Initiate court action if necessary for enforcement and appear as a witness in court when required.
11. Write reports as needed or required including weekly and monthly summaries and an annual report.
12. Perform all duties described for Code Enforcement Inspector.
13. Perform training and education as appropriate for Code Enforcement Inspectors.
14. Perform administrative duties.
15. Must respond to public health emergencies involving housing, temporary shelter operations, etc.
16. Perform other related duties as assigned or required.

Qualifications

1. Two or more years of experience involving the enforcement of health or building codes.
2. Associates degree with concentration in public health or related field preferred.
3. Must possess a valid Massachusetts driver's license and have the use of a registered motor vehicle.
4. Requires strong communication skills to work effectively with a diverse population; Ability to deal effectively with the public.
5. Proficiency in Microsoft Office, including Word, Excel, and Outlook.
6. Knowledge of Chapter II of the State Sanitary Code, lead paint laws, local ordinances and all other related regulations.

7. Ability to perform inspections in dwellings, neighborhoods, commercial properties, and public lands.
8. Ability to prepare reports, communications, and to maintain records.
9. Must possess a working knowledge of the Tenant/landlord relationship.

Working conditions

This is an office-based job in a dynamic municipal building. While performing the duties of the Code Enforcement Inspector, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the City. Work is often performed outdoors requiring incumbent to perform job functions in all weather conditions.

Physical requirements

Operates standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal building which may include flights of stairs. Lifts/moves objects weighing up to 10-20 pounds.

Direct reports

None

Approved by:	<i>Michael J. Taylor</i>
Date approved:	<i>July 12, 2013</i>
Reviewed:	<i>October 10, 2019</i>