

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 279

COMMUNITY DEVELOPMENT INSPECTOR

GENERAL

Responsible for providing administrative and technical work involving projects related to the downtown redevelopment management, redevelopment incentives, Community Redevelopment Agency (CRA) management, neighborhood redevelopment, housing projects, and horizontal and vertical construction projects. The inspector reports directly to the CRA Director.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Routinely drive through the NW CRA area noting the condition of CRA and City owned properties for any follow-up action.
- Routinely drive through the NW CRA area identifying slum and blighted privately owned properties for appropriate follow-up with Code Compliance, BSO and/or CRA management.
- Assist with enhancing relationships with non-profits operating within the NW CRA area to seek opportunities to forge partnerships to further eliminate slum and blight.
- Establish a tracking mechanism for issues identified through routine observations of properties in the CRA for documented follow-up action, status and resolution and provide quarterly reporting to the CRA Director, Real Property Manager and City Manager or designee.
- Assist with permit applications for properties owned by City and CRA including demolition/asbestos abatement.
- Work with Building and Planning and Zoning and/any all other departments in reference to development of sites including public, private and public/private developments.
- Assist with property acquisition through donation, the escheat process, negotiated purchase/sales, delinquent tax/foreclosure sales and litigation settlements for assemblage for redevelopment opportunities.
- Assist with related tasks associated with property acquisitions including but not limited to researching encumbrances, clearing title and obtaining appraisals.
- Assist with City and CRA Leasing oversight.
- Assist with City and CRA property maintenance oversight.
- Assist with City and CRA property dispositions.
- Assist with preparation of agenda items related to above tasks for City/CRA Board approvals.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of laws, ordinances, and other regulations, principles, guidelines and procedures related to City and CRA real property acquisition, management, disposition and surplus; the escheat process; public auctions for delinquent tax/foreclosure actions; tenant/business relocation/eviction and lease/contract negotiation.
- Knowledge of all types of building construction materials and methods and of stages in construction when possible violations and defects may most easily be observed and corrected.

- Knowledge of accepted safety standards and methods of building construction for commercial and residential buildings.
- Knowledge of building permitting process and permit application requirements.
- Knowledge of cultural and community development, outreach processes and facilitation.
- Knowledge of construction requirements and contracts.
- Skill in creative problem solving, conflict resolution and strong verbal, written and interpersonal skills.
- Skill in strategic/critical thinking and organization/time management.
- Skill in using software and office equipment, including, but not limited to Microsoft Word/Excel/Power Point applications, GIS mapping and real property inventory management
- Ability to interpret laws, rules and regulations.
- Ability to communicate both written and orally.
- Ability to read and understand plans, blueprints, drawings and diagrams.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Two years of college supplemented by technical courses in construction, estimating and inspecting, construction management or in a related field.

(A comparable amount of training and experience may be substituted for the minimum qualifications)

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to climb roofs and/or into attics before and during construction, bending down to inspect under sinks, etc.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

6/4/2020

Bargaining Unit:

FLSA: Exempt

Pay Grade/Group: 25/50

Location: Community Redevelopment Agency Department

GERS: Regular Class