

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Public Nuisance Inspector

CLASS CODE: 3861

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification enforce city ordinances regarding weeds and debris. Incumbents enforce these ordinances by verifying violations, issuing citations and following up to ensure abatement.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level service classification in the Code Enforcement Series – Public Nuisance Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a limited variety of related tasks.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Determines that violations of city ordinances have occurred by inspecting property.

Verifies validity of address using a database.

Advises property owners of the weed and debris nuisance.

Provides information to property owners regarding methods used and cost of abatement.

Follows up with property owners to ensure compliance.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank,

investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, motor vehicle and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as inspection requests, inspection reports, work orders, maps, property ownership books and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, animals/wildlife or toxic/poisonous agents,

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds, such as inspection reports and camera.

Tasks may involve extended periods of time at a keyboard or workstation, such as verifying correct addresses.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes, and textures associated with job-related objects, materials and tasks, such as identifying weeds.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

EDUCATION AND EXPERIENCE STATEMENT:

High school diploma or equivalent with one to two years inspection experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

Possession of a valid state driver's license.