

COMPLIANCE INSPECTOR

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for enforcement of the Lafayette Development Code, and ordinances addressed by cases brought to the Lafayette Administrative Adjudication Bureau. Work involves conducting field inspections to ensure compliance with relevant regulations, researching ownership of properties in violation, educating offending property owners about the compliance process, and maintaining the associated records. Work is performed under the supervision of the Compliance Manager, and these positions are not supervisory.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Conducts systemic inspections throughout Lafayette to determine where violations exist. Checks for illegal signs, buffer encroachments, non-permitted property, etc. Researches property ownership through tax assessment records, utility billing records, plats, transfers of ownership, annexation records, clerk of court records, and other sources. Notifies property owners of violations via formal compliance notices, and inspects again to see if the problem has been corrected. Communicates with businesses and citizens regarding violations, and coordinates extensions for voluntary compliance as applicable. Offers suggestions for improvement to violators that will bring properties into compliance, and processes requests for time extensions for cases that have proceeded beyond the voluntary compliance phase. Coordinates with inspectors from other departments to obtain information on violations not related to the Lafayette Development Code, but which have been escalated to the Administrative Adjudication Bureau process. Maintains thorough and accurate records of completed inspections, violations noted, and prepares related reports. May appear at court hearings where legal enforcement of ordinances is required.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of appropriate municipal codes and ordinances applicable to area of assigned work.

Considerable knowledge of techniques applied in securing compliance with appropriate ordinances.

Ability to exercise tact and patience in securing compliance with applicable ordinances.

Ability to maintain standard office records.

Ability to understand and follow oral and written instructions.

Ability to effectively determine property ownership through use of courthouse records.

Ability to establish and maintain effective working relationships with government officials and employees as well as the general public.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation and experience in public contact work; or any equivalent combination of training and experience.