



CLASS TITLE | WIN NEIGHBORHOOD INSPECTIONS MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1236

Effective Date: 09/28/2022

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for administrative and supervisory activities, training, and managing the work of personnel involved in the investigations of nuisance, summary abatement, zoning, and property maintenance complaints; and performs other related assigned duties.

ESSENTIAL TASKS:

- Prepares, monitors, and manages the division's budget and expenditures for housing rehabilitation, emergency repair and nuisance abatement
- Supervises and reviews the daily activities of staff including, prioritizing, and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations
- Directs and enforces violations for the chronic nuisance program, providing investigative assistance to police, fire departments and City departments when requested
- Serves as a liaison between property owners and City departments
- Manages and coordinates property maintenance programs and rehabilitation compliance for housing standard improvements
- Manages and oversees controversial investigations, determining a course of action in compliance with policies and procedures and applicable ordinances, state, and federal regulations
- Attends applicable Board, committee, management, and community meetings, providing support and guidance for code compliance matters
- Prepares and coordinates cases for legal notification and prosecution
- Establishes and evaluates procedures, submitting recommendations to management with improvements for efficiency and productivity
- Maintains case files and various reports
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion sixty (60) of hours from an accredited college or university; **and**,
(b) Seven (7) years of experience relevant to the essential tasks listed in this job description; **or**
2. (a) Completion of one hundred-twenty (120) hours from an accredited college or university; **and**
(b) Five (5) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of City ordinances and state statutes pertaining to code enforcement and property maintenance principles, nuisance abatement, construction management, environmental codes, and related items
- Knowledge of project management, scheduling, and oversight
- Considerable knowledge of Housing Urban Development (HUD) standards and guidelines

Ability to:

- Ability to plan and direct the work of subordinate personnel and communicate effectively



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- Ability to establish and maintain effective working relationships with public officials and internal and external customers
- Ability to plan, direct and coordinate investigations and studies
- Ability to maintain accurate records and prepare detailed reports
- Ability to provide appropriate and accurate decisions under emergency situations
- Ability to resolve complex situations with internal and external customers
- Ability to utilize the highest level of interpersonal skill to understand, select, develop, and motivate people at any level within or outside the organization

Physical Requirements: Physical requirements include arm and hand dexterity; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, kneeling, crawling, twisting, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

- 1) Possession of a valid Oklahoma Class "D" Driver license
- 2) Oklahoma Code Enforcement Association (OCEA) basic code and property maintenance certification
- 3) Oklahoma Department of Environmental Quality lead-based paint certification, within one (1) year of date of hire
- 4) HUD Construction Manager and Consultant certification, within one (1) year of date of hire
- 5) National Environmental Health Association Healthy Homes certification, within one (1) year of date of hire

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors; requires some traveling to various locations for inspections and may be exposed to unsafe building, loud noise, and toxic fumes; and may have some minimal exposure to narcotics.

EEO Code: E-02

Group: Clerical and Administrative

Series: Urban Development