

Job Class Code: 0240	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform departmental safety inspections. The class is responsible for providing information, inspecting structures, facilities, construction or accident sites, enforcing codes, and reporting. The class works within a general outline of work to be performed, and develops work methods and sequences under general supervision.

TYPICAL TASKS

- Researches and maintains currency in all applicable safety, health, or other laws, rules, and codes; advises on occupational safety, health, or other safety related requirements.
- Conducts inspections of department related City structures, facilities, equipment, construction sites, accident sites, or other areas with safety requirements; enforces applicable laws, rules, and codes.
- Investigates accident sites to determine causes and recommends corrective actions.
- Conducts safety training.
- Responds to allegations of unsafe conditions or violations; inspects and verifies compliance or non-compliance with applicable codes.
- Coordinates with other agencies on safety issues; resolves disputes over provisions of codes when required.
- Prepares logs, forms, and reports documenting results of inspections and other safety events or activities.
- Attends staff meetings to exchange information; attends classes or seminars to improve knowledge and skills.
- Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices or uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in occupational safety or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a

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minimum of one year of full-time equivalent experience.

Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Depending on operational needs, a Commercial Driver's License (CDL) Class B or higher may be required within 12 months of start date.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 9/26/2019