

A highly qualified Building Maintenance

- Conducted routine inspections of complaints from citizens in the locale and self-initiated violations while enforcing the ICC Property Maintenance Code, Commonwealth of Virginia Uniform Standard Building Code, and the City of Newport News Codified Ordinances. Responded to all citizen complaints within a 24-hour turnaround.
 - Communicated daily with citizens, property managers, commercial property owners, City Officials, and Department directors.
 - Responsible for notifying owners of violations with input into a CICS/MUNIS database system.
 - Conducted zoning inspections such as property setback requirements for new construction, accessory structures, signs, and for home-based businesses certificate use of occupancy.
 - Issued summonses and warrants and prepared case files for the City Attorney's office for monthly court dates for delinquent and repeat Code violators.
 - Trained the property maintenance division on the use of the MUNIS system for code enforcement functions; provided ongoing technical assistance for safety equipment.
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