

## HOUSING INSPECTOR

**PURPOSE:** Assist owners and tenants, through inspection, consultation, and enforcement, in maintaining their dwellings, premises, non-dwelling structures, and vacant lands in a safe, legal, and sanitary manner.

### FUNCTIONAL AREAS:

1. Inspect dwellings, non-dwelling structures, and vacant lands for compliance with building and fire codes and sanitary and safety standards.
  - \* A. Schedule routine inspections of buildings, structures, and premises and conduct housing condition surveys to determine general condition and compliance with housing codes, building codes, and related ordinances.
  - \* B. Notify property owners of code violations and the work necessary to correct them.
  - \* C. Check on the work progress of code violation corrections.
  - \* D. Issue condemnation notices when necessary.
  - \* E. Inspect buildings when violations have been corrected.
  - \* F. Investigate, follow up and respond to complaints from the public.
2. Enforce all applicable codes and ordinances.
  - \* A. Coordinate inspection activities as required by the Housing and Redevelopment Authority, Board of Zoning Appeals, Planning Commission, and Building Appeal Board.
  - \* B. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
  - \* C. Write and process criminal and administrative citations and associated documentation.
  - \* D. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
  - \* E. Serve as a witness in court cases when required.
3. Perform related work as required.
  - \* A. Maintain complete and accurate records of all inspections and daily records of all activities; and prepare information for monthly reports.
  - \* B. Interpret all relevant statutes, codes, and ordinances governing residential and commercial properties in order to inform property owners, contractors, building managers, tenants, and others of compliance regulations.
  - \* C. Assist owners, contractors, and others in processing and acquiring City permits.
    - D. Search files for zoning, permit, and building history information.
    - E. Utilize computer systems and associated software.

## JOB REQUIREMENTS

### Education and Experience Requirements

- ◆ Completion of a recognized certification program in code enforcement, real estate, property management, property rehabilitation or two (2) years of field experience inspecting structures and dwellings; or a combination of education/experience in the above areas at a level of professional competence and responsibility which is accepted as equivalent.

### Licenses & Certifications

- ◆ A. A driver's license valid in Minnesota
- ◆ B. Acquire and maintain International Property Maintenance Certification within one year of employment.

Knowledge Requirements

- ◆ A. Knowledge of building construction methods.
- ◆ B. Knowledge of applicable Minnesota state codes and local codes and ordinances.
- ◆ C. Knowledge of proper application of codes and ordinances.
- ◆ D. Knowledge of proper inspection methods and procedures.
- ◆ E. Knowledge of business computer application software.
- ◆ F. Knowledge of office methods and procedures.

Skill Requirements

- ◆ A. Skill in reading and interpreting building diagrams, plans, and specifications, codes and ordinances.
- ◆ B. Skill in effective oral and written communication.
- ◆ C. Skill in providing excellent customer service
- ◆ D. Skill in dealing with difficult customers and stressful situations.

Ability Requirements

- ◆ A. Ability to establish and maintain effective working relationships with owners, property managers, tenants, advocacy groups, law enforcement, contractors, workers, supervisors, peers, and the general public.
- ◆ B. Ability to read and interpret codes and ordinances.
- ◆ C. Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.
- ◆ D. Ability to conduct effective inspections in a responsible and impartial manner.
- ◆ E. Ability to interpret safety rules and apply them to hazardous situations.
- ◆ F. Ability to communicate effectively both orally and in writing.
- ◆ G. Ability to prepare clear, concise reports.
- ◆ H. Ability to use a computer to maintain inspection records and write reports.

Physical Requirements

- ◆ I. Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections outside of buildings.
  - ◆ J. Ability to transport oneself to, from, and around various job sites.
  - ◆ K. Ability to lift and/or carry items weighing up to 40 pounds such as files.
  - ◆ L. Ability to work outside during inclement weather.
  - ◆ M. Ability to attend work on a regular basis.
- \* Essential functions of the job.
- ◆ Job requirements necessary on the first day of employment.

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CC: 20100712	Res: 10-0368R	EEOC: Technician	EEOF: Housing	WC: 9410