

HOUSING INSPECTOR LEADWORKER

PURPOSE: Coordinate and direct the inspection of dwellings, premises, non-dwelling structures, and vacant lands to assure they are maintained in a safe and sanitary manner.

FUNCTIONAL AREAS:

1. Organize and direct the activities of assigned personnel.
 - * A. Determine priorities, assign work to personnel, and coordinate schedules to ensure timely completion of work.
 - * B. Coordinate inspection activities as required by city housing rehabilitation agencies, Board of Zoning Appeals, Planning Commission, and Building Appeal Board.
 - * C. Assist in the hire, transfer, suspension, or discharge of assigned personnel.
 - * D. Establish work standards and evaluate the work of employees.
 - * E. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.
 - * F. Train personnel in correct and safe operating procedures.
 - * G. Recommend adjustments or other actions in employee grievances.
 - * H. Disseminate information to employees through bulletins and other communications.

2. Inspect dwellings, non-dwelling structures, and vacant lands for compliance with building codes and sanitary and safety standards.
 - * A. Inspect buildings, structures and premises and complete 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 progress of code violation corrections and inspect buildings when violations have been corrected.
 - * D. Issue condemnation notices when necessary.
 - * E. Investigate and follow-up on complaints from the public.

3. Enforce all applicable codes and ordinances.
 - A. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
 - * B. Issue violation orders when appropriate.
 - C. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
 - * D. Serve as a witness in court cases when required.

4. Perform office work.
 - A. Supervise the maintenance of inspection and daily records and the

- preparation of information for monthly and yearly reports.
- * B. Interpret applicable codes and ordinances governing residential and commercial properties in order to inform property owners, contractors, building managers, tenants and others of compliance regulations.
- C. Process permit applications.
- D. Search files for zoning, permit, and building history information.
- * E. Assist in the review of blueprints and participate in preliminary discussions for housing corrections or development.

JOB REQUIREMENTS

1. Experience Requirements

- * A. Two (2) years of experience as a Housing Inspector.

2. 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 office methods and procedures.
- * F. Knowledge of effective supervisory practices.

3. Skill Requirements

- * A. Skill in reading and interpreting building diagrams, plans, and specifications.

4. Ability Requirements

- * A. Ability to read and interpret codes and ordinances.
- * B. Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.
- * C. Ability to conduct effective inspections in a responsible and impartial manner.
- * D. Ability to interpret safety rules and apply them to hazardous situations.
- * E. Ability to communicate effectively both orally and in writing.
- * F. Ability to establish and maintain effective working relationships with co-workers, related agencies, and the general public.
- * G. Ability to prepare clear, concise reports.
- * H. Ability to supervise assigned personnel.
- * I. Ability to exercise good judgment and accept personal responsibility for one's actions.
- * J. Ability to work outside during inclement weather.
- * K. Ability to transport oneself to, from, and around various job sites.
- * L. Ability to work at heights when performing inspections.

- * M. Ability to lift and/or carry equipment such as a ladder weighing up to 30 pounds in order to perform above ground level inspections.
- * Essential functions, or job requirements necessary on the first day of employment.

CSB 19940201
CC 19940411
94-0315R