

JOB TITLE: Building Inspector (Section 8)

JOB CODE: 10.06

GRADE: 13

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: Inspects rental properties for compliance with Housing Quality Standards and to evaluate tenant damage and prepare the necessary paperwork to qualify properties for participation in the Section 8 Housing Voucher Program. Insures that the basic minimum housing standards deemed essential for the program are provided in all the units participating in the program.

MINIMUM QUALIFICATIONS: Education and experience equivalent to graduation from high school and two (2) years experience as a building inspector, engineer, architect, superintendent, foreman/woman or competent construction mechanic in charge of construction. College courses with work in architecture, engineering, building construction, or related sciences may be substituted for a maximum of two (2) years of this experience. Level I FACE certification preferred or the ability to secure certification within 18 months of employment is required.

SPECIAL REQUIREMENTS:

- Ability to prepare clear and comprehensive reports stating the facts and circumstances.
- Thorough knowledge of housing assistance program standards.
- Ability to deal with irate citizens in a courteous and effective manner.
- Thorough knowledge of modern building and zoning practices.
- Thorough knowledge of local housing codes, ordinances and regulations enforced by the City.
- Ability to understand and interpret codes.
- Ability to enforce housing quality standards with firmness, impartiality and tact.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to establish and maintain cooperative relationships with fellow employees, contractors, property owners, public officials and the general public.

ESSENTIAL FUNCTIONS:

- Makes inspections to determine compliance with housing assistance program standards.
- Prepares notices of deficiencies for properties not in compliance.
- Makes inspections as required and prepares follow-up notices as necessary on properties where corrections are not made.
- Prepares and submits reports of all inspections made.
- Works in cooperation with other agencies to secure any benefits that they may have for program participants.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in the job description.

PUBLIC CONTACT: Extensive public contact.

SUPERVISION RECEIVED: Assignments are general with considerable use of independent judgment and initiative in work methods and procedures. Incumbent is under the general direction of the Deputy Director, Housing and Community Development or designated representative.

SUPERVISION EXERCISED: None.

PHYSICAL REQUIREMENTS: This is light work requiring the exertion of 20 pounds of force occasionally and up to 10 pounds of force frequently. The work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Exposure to a wide variety of weather conditions is common. Visual acuity is required to inspect property for compliance with the Housing Quality Standards (HQS) provisions. Incumbent is also subject to atmospheric conditions, job hazards and noise. Position requires hearing sufficient to accurately perceive information at normal spoken word levels.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.