

HOUSING INSPECTOR LEADWORKER

SUMMARY/PURPOSE

Under direction of the Code Official, to be responsible for coordinating and directing the inspection of dwellings, premises, non-dwelling structures, and vacant lands to assure they are maintained in a safe and sanitary manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate inspection activities as required by city housing rehabilitation agencies, Planning Commission, and Building Appeal Board.
2. Inspect dwellings, non-dwelling structures, and vacant lands for compliance with current codes and sanitary and safety standards.
3. 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.
4. Enforce all applicable codes and ordinances.
5. Notify property owners of code violations and the work necessary to correct them.
6. Check on the progress of code violation corrections and inspect buildings when violations have been corrected.
7. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
8. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
9. Investigate and follow-up on complaints from the public.
10. Serve as witness in court cases when required.
11. Prepare information for monthly and yearly reports.
12. Respond to and resolve difficult complaints and problems.
13. Collaborate with others to develop and maintain data and create inspection and documentation forms.
14. Provide input on decisions regarding the hiring and discipline of personnel.
15. Establish work standards and evaluate the work of employees.
16. Train personnel in correct and safe operating procedures.
17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
18. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
19. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education and Experience Requirements
 - A. Completion of a recognized certification program in code enforcement, property management, property rehabilitation; or two (2) years of field experience inspecting structures and dwellings; or an acceptable combination of related education and experience equaling two (2) years.
 - B. Two (2) years leadership experience preferred.
2. License Requirements
 - A. Possession of a valid Minnesota Class D Driver's License.
 - B. Acquire and maintain International Property Maintenance Certification within one (1) year of employment.

3. 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 leadership practices.
 - G. Knowledge of business computer application software, office methods, and procedures.

4. Skill Requirements
 - A. Skill in coordinating the efforts of governmental agencies, private industry and the general public.
 - 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.
 - E. Skill in the use of computers and application software.
 - F. Skill in analyzing and interpreting data.

5. 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 with groups and individuals of varying backgrounds and educational levels.
 - F. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members.
 - H. Ability to establish and maintain effective working relationships with co-workers, related agencies, and the general public.
 - I. Ability to prepare electronic documents.
 - J. Ability to supervise assigned personnel.
 - K. Ability to maintain confidential information.
 - L. Ability to exhibit leadership qualities of dependability and accountability.
 - M. Ability to exercise good judgment in decision making.

6. Physical Ability Requirements
 - A. Ability to work outside during inclement weather.
 - B. Ability to work at heights when performing inspections.
 - C. Ability to lift and/or carry equipment such as a ladder weighing up to 30 pounds in order to perform above ground level inspections.
 - D. Ability to frequently walk and stand and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections.
 - E. Fine dexterity to operate computers and other office equipment.
 - F. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - G. Ability to attend work on a regular basis.

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| HR: RT | Union: Basic | EEOC: Skilled Craft Workers | CSB: 11/05/2019 | Class No: 1535 |
| WC: 9410 | Pay: 32 | EEOF: Housing | CC: | Resolution: |

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SUMMARY/PURPOSE

Under direction of the Code Official, to be responsible for coordinating and directing the inspection of dwellings, premises, non-dwelling structures, and vacant lands to assure they are maintained in a safe and sanitary manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES ~~(other duties may be assigned)~~

- ~~1. Organize and direct the activities of assigned personnel.~~
1. Coordinate inspection activities as required by city housing rehabilitation agencies, Planning Commission, and Building Appeal Board.
- ~~2.~~
- ~~3. Assist in the hire, transfer, suspension, or discharge of assigned personnel.~~
- ~~4. Establish work standards and evaluate the work of employees.~~
- ~~5. Train personnel in correct and safe operating procedures.~~
- 6-2. Inspect dwellings, non-dwelling structures, and vacant lands for compliance with current codes and sanitary and safety standards.
- 7-3. 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.
- 8-4. Enforce all applicable codes and ordinances.
- 9-5. Notify property owners of code violations and the work necessary to correct them.
- 10-6. Check on the progress of code violation corrections and inspect buildings when violations have been corrected.
- 11-7. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
- 12-8. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
- 13-9. Investigate and follow-up on complaints from the public.
- 14-10. Serve as witness in court cases when required.
- 15-11. Prepare information for monthly and yearly reports.
- 16-12. Respond to and resolve difficult complaints and problems.
13. Collaborate with others to develop and maintain data and create inspection and documentation forms.
14. Provide input on decisions regarding the hiring and discipline of personnel.
15. Establish work standards and evaluate the work of employees.
16. Train personnel in correct and safe operating procedures.
17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
- 17-18. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- 18-19. Perform related tasks as assigned. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education and Experience Requirements
 - A. Completion of a recognized certification program in code enforcement, property

management, property rehabilitation; One (1) year of experience as a City of Duluth Housing Inspector or Solid Waste Compliance Officer or two (2) years of field experience inspecting structures and dwellings; or an acceptable combination of related education and experience equaling two (2) years.

B. Two (2) years leadership experience preferred.

~~A. _____.~~

2. License Requirements

A. Possession of a valid Minnesota Class D Driver's License.

B. Acquire and maintain International Property Maintenance Certification within one (1) year of employment.

~~B. _____.~~

3. 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 leadership practices.

G. Knowledge of business computer application software, office methods, and procedures.

4. Skill Requirements

A. Skill in coordinating the efforts of governmental agencies, private industry and the general public.

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.

E. Skill in the use of computers and application software.

E.F. Skill in analyzing and interpreting data.

5. 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 with groups and individuals of varying backgrounds and educational levels.

E.F. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.

G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members.

F.H. Ability to establish and maintain effective working relationships with co-workers, related agencies, and the general public.

~~G.I. Ability to prepare electronic documents.~~

J. Ability to supervise assigned personnel.

K. Ability to maintain confidential information.

H.L. Ability to exhibit leadership qualities of dependability and accountability.

~~I.M. Ability to exercise good judgment in decision making, and accept responsibility for one's decisions and actions.~~

6. Physical Ability Requirements

- A. Ability to work outside during inclement weather.
- B. Ability to work at heights when performing inspections.
- C. Ability to lift and/or carry equipment such as a ladder weighing up to 30 pounds in order to perform above ground level inspections.
- D. Ability to frequently walk and stand and occasionally stoop, kneel, crouch, ~~and crawl,~~ and reach overhead in order to ~~perform~~ conduct inspections.
- E. Fine dexterity to operate computers and other office equipment.
- F. Ability to transport oneself to, from, and around ~~various job sites~~ sites of projects, tests, and other assignments.
- G. Ability to attend work on a regular basis.

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| WC: 9410 | Pay: 32 | EEOF: Housing | CC: 40/13/2014 | Resolution: 14-0532R |

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