

## **HOUSING INSPECTOR**

### SUMMARY/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.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect dwellings, non-dwelling structures, and vacant lands for compliance with building and fire codes and sanitary and safety standards.
2. 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.
3. Notify property owners of code violations and the work necessary to correct them.
4. Check on the work progress of code violation corrections.
5. Issue condemnation notices when necessary.
6. Inspect buildings when violations have been corrected.
7. Investigate, follow up, and respond to complaints from the public.
8. Enforce all applicable codes and ordinances.
9. Coordinate inspection activities as required by the Housing and Redevelopment Authority, Board of Zoning Appeals, Planning Commission, and Building Appeal Board.
10. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
11. Write and process criminal and administrative citations and associated documentation.
12. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
13. Serve as a witness in court cases when required.
14. Maintain complete and accurate records of all inspections and daily records of all activities; and prepare information for monthly reports.
15. 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.
16. Assist owners, contractors, and others in processing and acquiring City permits.
17. Search files for zoning, permit, and building history information.
18. Utilize computer systems and associated software.
19. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
20. 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 & Experience Requirements
  - A. Completion of a recognized certification program in code enforcement, property management, property rehabilitation or one (1) year of field experience inspecting structures and dwellings; or an acceptable combination of related education and experience equaling one (1) year.
2. License Requirements
  - A. A driver's license valid in Minnesota.

- B. Acquire and maintain International Property Maintenance Certification within one 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 business computer application software.
    - F. Knowledge of office methods and procedures.
  4. 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.
  5. 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.
    - I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  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 climb 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.

HR: RT	Union: Basic	EEOC: Technicians	CSB: 11/05/2019	Class No: 3404
WC: 9410	Pay: 29	EEOF: Housing	CC:	Resolution:

## HOUSING INSPECTOR

### SUMMARY/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: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. ~~4.~~ Inspect dwellings, non-dwelling structures, and vacant lands for compliance with building and fire codes and sanitary and safety standards.
2. ~~p 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.
3. ~~p B.~~ Notify property owners of code violations and the work necessary to correct them.
4. ~~p C.~~ Check on the work progress of code violation corrections.
5. ~~p D.~~ Issue condemnation notices when necessary.
6. ~~p E.~~ Inspect buildings when violations have been corrected.
7. ~~p F.~~ Investigate, follow up and respond to complaints from the public.
8. ~~2.~~ Enforce all applicable codes and ordinances.
9. ~~p A.~~ Coordinate inspection activities as required by the Housing and Redevelopment Authority, Board of Zoning Appeals, Planning Commission, and Building Appeal Board.
10. ~~p B.~~ Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
11. ~~p C.~~ Write and process criminal and administrative citations and associated documentation.
12. ~~p D.~~ Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
13. ~~p E.~~ Serve as a witness in court cases when required.
14. ~~3.~~ ~~Perform related work as required.~~
- ~~p A.~~ Maintain complete and accurate records of all inspections and daily records of all activities; and prepare information for monthly reports.
15. ~~p 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.
16. ~~p C.~~ Assist owners, contractors, and others in processing and acquiring City permits.

17. D.— Search files for zoning, permit, and building history information.

18. E.— Utilize computer systems and associated software.

19. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

20. 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 & Experience Requirements

A.

~~☒ A.~~— Completion of a recognized certification program in code enforcement, ~~real-estate~~, property management, property rehabilitation or ~~one (1) two (2)~~ years of field experience inspecting structures and dwellings; or ~~a an acceptable combination of related education and experience equaling one (1) year combination of education/experience in the above areas at a level of professional competence and responsibility which is accepted as equivalent.~~

#### 2. Licenses & Certifications

A.

~~B. ☒ A.~~— A driver's license valid in Minnesota.

B.— Acquire and maintain International Property Maintenance Certification within one year of employment.

~~C.~~

#### 3. Knowledge Requirements

A.

~~☒ A.~~— Knowledge of building construction methods.

B.— ~~B.~~— Knowledge of applicable Minnesota state codes and local codes and ordinances.

C. ~~☒ C.~~— Knowledge of proper application of codes and ordinances.

D. ~~☒ D.~~— Knowledge of proper inspection methods and procedures.

E. ~~☒ E.~~— Knowledge of business computer application software.

F.— ~~F.~~— Knowledge of office methods and procedures.

#### 4. Skill Requirements

A.

~~☒ A.~~— Skill in reading and interpreting building diagrams, plans, and specifications, codes and ordinances.

B. ~~☒ B.~~— Skill in effective oral and written communication.

~~C.~~ ~~C.~~ Skill in providing excellent customer service

~~D.~~ ~~D.~~ Skill in dealing with difficult customers and stressful situations.

## 5. Ability Requirements

A.

~~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. ~~B.~~ Ability to read and interpret codes and ordinances.

C. ~~C.~~ Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.

D. ~~D.~~ Ability to conduct effective inspections in a responsible and impartial manner.

E. ~~E.~~ Ability to interpret safety rules and apply them to hazardous situations.

F. ~~F.~~ Ability to communicate effectively both orally and in writing.

G. ~~G.~~ Ability to prepare clear, concise reports.

H. ~~H.~~ Ability to use a computer to maintain inspection records and write reports.

I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

## 6. Physical 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. ~~A.~~ Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and ~~reach overhead~~ reach overhead in order to conduct inspections ~~outside of buildings.~~

E. ~~B.~~ ~~Ability to transport oneself to, from, and around various job sites.~~

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. ~~C.~~ Ability to lift and/or carry items weighing up to 40 pounds such as files.

~~D.~~ ~~Ability to work outside during inclement weather.~~

~~E.~~ Ability to attend work on a regular basis.

~~p~~ ~~Essential functions of the job.~~

~~Job requirements necessary on the first day of employment.~~

HR: <a href="#">CT</a>	Union: Basic	EEOC: Technicians	CSB: 20100615	Class No: 3404
WC: 9410	Pay: 29	EEOF: Housing	CC: 20100712	Resolution: 10-0368R

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