

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF009 Housing Inspector
POSITION #/TITLE: 0136, 0484, 0759, 0822, 1002 Housing Inspector	Adopted: 07-97
	Revised: 03-12

POSITION DESCRIPTION

Dept: Building Services	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 32
Reports To Position #/Job Code #/JC Title: 0305/NB426/Housing & Zoning Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Civil Service
Personal Protective Equipment: None	

General Statement of Duties

Provides technical services through inspections of residential properties for compliance with the City housing code and other relevant laws and ordinances.

Distinguishing Features of the Class

Works under general supervision in field, supervised from central office. Exercises some discretionary authority in making decisions concerning housing and nuisance code violations and compliance.

Examples of Essential Work (Illustrative Only)

Inspects and evaluates properties containing residential dwellings to determine compliance with the housing code;
Maintains records of inspections, including findings and recommendations;
Composes letters of compliance or non-compliance, including recommendations of corrective measures;
Performs follow-up inspections to assure compliance;
Travels by car to inspection sites;
Makes presentations of findings to Housing Board of Appeals and/or Nuisance Hearing Examiner;
Assists in prosecution of housing and/or nuisance code violations;
Posts public notices of housing that is unfit for human habitation;
Attends meetings as required;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of housing codes and of other applicable laws and ordinances;
Considerable knowledge of electrical, heating, plumbing and building materials;
Knowledge of inspection techniques;
Skill in relating observations of conditions to housing code provisions;
Skill in preparing written reports of inspection findings and correspondence;
Ability to operate the following equipment and tools: basic hand tools of building trades including construction, electrical, plumbing, mechanical, as necessary for housing inspection;

Ability to provide excellent customer service to internal and/or external customers per city and departments standards;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED; and
Four years experience in the building trades at the journeyman level or equivalent experience in a position requiring skill in public relations, inspection-related activities, real estate appraisal and sales or related fields; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;
Sufficient personal mobility, which permits the employee to visit various and other work areas in the City and attend a wide variety of work sites within the City.