

**CITY OF CLINTON
COMMUNITY DEVELOPMENT DEPARTMENT**

POSITION: Rental Housing Inspector/
Code Enforcement Officer

DATE: October, 2016

DEPARTMENT: Community Development

REPORTS TO: Director of Community
Development

POSITION SUMMARY:

Secures compliance by owners, builders, contractors and residents of the City with the Building Code and other structural codes hereafter referred to as the construction codes, the Property Maintenance Code, the Rental Housing Ordinance standards, and any other related codes adopted by the City of Clinton.

ESSENTIAL FUNCTIONS:

1. Must be able to perform inspections of existing structures under a wide variety of site conditions and environmental factors that may, at times, be strenuous such as climbing, walking over uneven terrain, and bending, crawling, kneeling, and/or standing for periods of uncertain duration; must work outside in all weather conditions and document assurance of compliance with applicable codes and regulations.
2. Must possess excellent time management skills to coordinate the inspections of rental units as well as documentation and follow-up.
3. Must be able to utilize senses of sight, hearing, smell and touch to detect code violations and/or potentially dangerous conditions.
4. Must be able to effectively communicate, both orally and in writing, code compliance requirements to owners, managers, tenants, appropriate design and/or construction personnel and other appropriate persons.
5. Must possess good organizational skills to document and maintain accurate records on inspections and compliance assurance activities.
6. Must have interpersonal skills to effectively exercise good judgment and tact, to recommend and/or initiate code enforcement actions in accordance with guidelines.
7. Must have knowledge and proficiency in operations of computers and software applications to maintain databases, generate reports and notices, and retrieve information.
8. Must be able to acquire and continually maintain a thorough knowledge of codes and construction related regulations.
9. Must possess knowledge and ability to interpret codes and determine compliance/non-compliance in specific situations.
10. Must be able to attend and participate in formal phased, intensive training and instruction sessions.
11. Must be able to perform other duties as may be assigned.
12. Must have and maintain a valid driver's license.
13. Must be able to testify on the City's behalf in court cases which involve compliance with city codes.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Must have thorough knowledge of the principles of building and property maintenance codes as they apply to existing structures.
2. Must be knowledgeable of City ordinances and state statutes as they relate to existing housing.
3. Must be able to compose business correspondence and proofread to provide written communications that are grammatically correct and are punctuated properly.
4. Must have verbal skills needed to communicate with customers, answer questions and address complaints in a highly professional and competent manner.
5. Must be able to establish and maintain effective working relationships with building owners, tenants, contractors, craftsmen and the public in inspection and regulatory matters. Must exercise good judgment and tact in dealing with others.
6. Must be able to secure cooperation and compliance with contractors, building owners, tenants and the general public in regulatory and inspection matters.
7. Must be able to read and comprehend written material of a technical nature.
8. Must be able to interpret codes and ordinances and properly apply in unusual situations.
9. Must be able to organize files and effectively retrieve data.
10. Must be able to apply basic mathematical concepts.
11. Must be able to perform data entry and statistical typing.
12. Must be able to prepare worksheets and reports with spreadsheet software applications.
13. Must be able to work independently with minimal supervision.
14. Must be able to exercise sound judgment in determining compliance issues based upon code requirements and guidelines.

PHYSICAL/MENTAL DEMANDS/WORKING CONDITIONS:

1. Must be able to cope with stress brought about by dealing with potentially irate and/or defensive customers.
2. Must be highly organized and able to perform in a very professional manner at all times.
3. Must be able to exercise independent judgment in evaluating completeness and accuracy of technical information.
4. Must be able to logically analyze situations and resolve discrepancies and correct errors.
5. Must be able to climb, stoop, crawl, walk over uneven terrain and stand for lengthy periods of time.
6. Must be able to work outdoors in all weather conditions.
7. Must be able to utilize senses of sight, hearing, smell and touch to detect code violations and/or potentially dangerous conditions.

EDUCATION AND EXPERIENCE:

This position requires that the Rental Housing Inspector possess a valid driver's license.

This position requires graduation from a standard high school, vocational school or possession of a valid GED.

Previous experience as a Code Services Officer, Building Inspector or Fire Inspector is preferred.

MACHINES AND EQUIPMENT:

Personal computer with related software applications
Calculator
Measuring and leveling equipment and testers
Telephone and cell phone

Copier
Facsimile
Printer
2-Way Radio equipment

SUPERVISION:

1. Works independently with limited supervision.
2. Makes independent decisions regarding code violations and corrections.
3. Answers a large volume of customer inquiries of a fairly complex and technical nature which influences the public's perception of the quality, courtesy and timeliness of customer services provided by the City of Clinton.