

## Housing Inspector I

### **PURPOSE AND NATURE OF WORK**

Positions in this classification are responsible for the post-construction inspection of residences to ensure the continued compliance with applicable codes and regulations. Incumbents in this class work independently on field inspections, exercising discretion and technical judgment in carrying out assigned duties, but consult with a supervisor or the Building Official on difficult or unusual cases. Work is performed under the supervision of a Housing Inspector II.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

- Inspects residences for compliance with the International Property Maintenance Code.
- Conducts interior and exterior inspections of residences and makes field notes of any violations of applicable codes and regulations.

- Informs property owners of the violations, offers suggestions for improvement that will bring the structure up to code, and conducts follow-up inspections to insure corrections were made to bring the structure up to code.

- Maintains thorough and accurate records of completed inspections, violations noted, and prepares related reports.

- Verifies ownership of property via Clerk of Courts' records.

- Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

- Knowledge of laws, regulations, and codes relating to the post-construction inspection of housing.

- Ability to interpret and enforce laws, regulations, and codes relating to the post-construction inspection of housing.

- Knowledge of possible defects and flaws, effective corrective measures, and the ability to detect and locate such defects and flaws, as relevant to the applicable code.

- Ability to read and interpret blueprints, sketches, and drawings.

- Some knowledge of basic computer operations and related software, and the ability to learn software programs related to inspection and notification operations.

- Ability to establish and maintain effective working relationships with property owner, occupants, contractors, supervisors, employees, and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school, vocational coursework in the building trades, experience in construction work, and/or any equivalent combination of training and experience.