

HOUSING AND COMMUNITY REHABILITATION INSPECTOR

Definition:

Under general supervision performs technical and comprehensive inspections related to the City's Affordable Housing and other housing programs; performs structural, electrical, grading, energy, plumbing and related inspections; writes and maintains records/reports; determines compliance to applicable requirements; responds to inquiries related to housing programs; monitors assigned projects for compliance with applicable codes and ordinances and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Responds to inquiries regarding the Housing Rehabilitation Loan Program, the Down Payment Assistance Program, the Affordable Housing Program and related programs.

Performs code related inspections for all housing programs and assists in making determinations of eligibility.

Performs specialized housing-related inspections for lead base paint, mold and asbestos; monitors abatement of these conditions if found and performs annual/follow-up inspections.

Monitors on-site construction at assigned projects; acts as project manager and directs the work of construction contractor(s).

Inspects project work sites to ensure that contractors and workers have appropriate licenses and that proper permits have been issued.

Prepares enforcement correspondence and issues permits, various notices, certificates, stop work orders, change orders and related documents.

Prepares and maintains records of project status and inspection reports to include photographic records.

Inspects suspected unsafe or defective housing in response to notification from other City departments and the general public.

Researches and computes cost estimates for housing rehabilitation projects.

Documents and details the scope of work and specifications to be completed on rehabilitation grant and/or loan projects.

Reviews plans and permit applications for conformance with codes and regulations.

Designs, draws and sketches housing-related plans including those related to seismic retrofitting.

Acts as a liaison between the Housing Division and contractors, property owners and the public as assigned.

Uses basic hand tools, small and large hand probes and a camera and carries and sets up ladders.

Assists with the determination of housing/property program eligibility.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Housing and Community Rehabilitation Inspector is a single incumbent class in the Community Development Department with duties related primarily to housing inspection and other housing issues. Duties require substantial judgment and initiative and are performed with minimal supervision.

Contacts and Relationships:

The Housing and Community Rehabilitation Inspector establishes and maintains contact with other Community Development Department staff and has regular interaction with applicants relating to housing program issues, building contractors, property owners and their representatives. Contact with the general public will occur during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, methods, practices, materials and equipment used in construction, remodeling and repair.

Safety hazards and inspection safety practices related to construction, remodeling and repair.

Procedures and methods of building inspection work.

Applicable regulatory codes and regulations.

Project cost estimating.

English usage, spelling and grammar.

Customer service techniques.

Computer applications related to area assigned.

AND

Ability to:

Understand and interpret plans and specifications.

Detect and locate faulty materials/construction.

Enforce applicable codes with firmness, tact and impartiality.

Perform complex housing inspection work with limited supervision.

Conduct inspections on the roofs of single and multi-story structures.

Use independent judgment and initiative and make sound decisions in accordance with established procedures and policies.

Maintain a variety of records and transfer data from one form/source to another.

Adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing in English.

Establish and maintain effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

Meet the public with courtesy and tact.

Understand and carry out oral and written instructions.

Operate a personal computer, use applicable software and a camera.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Associates Degree from an accredited college in a related field to include some completed coursework in building construction, architecture or drafting or completion of a construction inspection certification program from an accredited college.

AND

Experience:

Three years of experience as a Building Inspector I/II or in an equivalent position.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs. This class is subject to overtime.

The City of Fullerton's Conflict of Interest Code requires that the Housing and Community Rehabilitation Inspector file financial disclosure statements in accordance with state and local laws.

Designation as a certified Residential Building Inspector by the International Code Council (ICC) or equivalent International Conference of Building Officials (ICBO) certification. Certification by other approved organizations may be accepted if they are determined by the City to be equivalent.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Non-Required Skills / Abilities / Experience / Certifications / Education Which May Be Helpful or Preferred Include:

Designation as a certified Property Maintenance and Housing Inspector by the ICC.

Some experience inspecting affordable housing, high rise housing and/or commercial buildings is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed both in an office environment and in the field/on-site when performing inspections. When outdoor field work is performed there is full exposure to the elements. The incumbent uses a computer, keyboard and related equipment, data recording equipment, a camera, basic hand tools, small and large hand probes, drives a vehicle on City business and sits, stands, walks, reaches, bends and grasps. When performing inspections the incumbent kneels, crouches, twists, climbs stairs, ladders and inclines,

crawls in confined spaces, walks on roofs of single and multi-story structures and scaffolding, lifts and carries a ladder and may walk on slippery/uneven slopes and surfaces, be exposed to extreme noise, damp conditions, construction fumes, solvents, chemicals, dust, soil, electrical hazards and vehicular traffic. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised June 2014

Updated and retitled from Housing & Comm. Development Inspector December 2007

Established December 2004 – Class Split from Building Inspector II