

**APPLICATIONS ACCEPTED UNTIL
WEDNESDAY, MAY 31, 2017 AT 4:30 PM**

**CITY OF RICHMOND
JOB DESCRIPTION**

POSITION: Housing Code Inspector
DEPARTMENT: Infrastructure and Development
JOB CATEGORY: PAT
REPORTS TO: Building Commissioner
DATE WRITTEN: December 3, 2002 **STATUS:** Part-time
DATE REVISED: December 2016 **FLSA STATUS:** Non-exempt
PAY RATE: \$10-\$12/hr

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Richmond provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete application process or perform essential functions of the job, unless accommodation would cause an undue hardship.

Summary

Serves as Housing Code Inspector responsible for inspecting housing conditions inside and outside of structures and enforcement of related codes.

DUTIES

Regularly performs inspections related to exterior maintenance issues, including weeds and rank vegetation issues, for all types of properties in the City of Richmond.

Regularly conducts inspections of residential housing to ensure structures meet minimum housing codes. Makes recommendations to proper authorities and property owners to correct violations as they occur and advise citizens of community resources available to them. Initiates contact to ensure correction of violations, including telephone calls and correspondence.

Issues tickets to violators who do not comply with codes.

Appears in court as requested by City Attorney.

Responds to complaints from neighborhood groups, including investigating complaints, resolving disputes, responding to inquiries, and assisting neighborhood policing committee. Prepares reports and attends meetings as required.

Prepares inspection reports to submit to Building Commissioner.

Works with zoning administrator and other city departments to establish strategies and solutions for enforcement of property violations.

Works with Building Commissioner and Unsafe Building Commission to address unsafe building issues and maintains working knowledge of Unsafe Building Law outlined in local and state code.

Meets with Fire Department, Health Department, and Child Welfare to discuss inspection and violation information.

Maintains files of all investigated complaints and corrective action taken.

Performs duties of other office personnel as needed or assigned.

Performs other duties as assigned by supervision.

The above statements reflect the general details considered necessary to describe the principal function of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

JOB REQUIREMENTS:

High school diploma or GED equivalent.

Ability to research, comprehend and implement numerous code book and source material rules and regulations.

Working knowledge of and ability to interpret various site plans and standardized application forms and make proper recommendations for permits and certificates of occupancy for applicants.

Working knowledge of codes, ordinances, and regulations relating to housing standards.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to read and interpret blue prints and construction work plans.

Working knowledge of standard English grammar, spelling and punctuation, standard office procedures, and ability to properly operate a variety of standard office equipment, including computer, smartphone/tablet, printer, telephone, typewriter, copier, fax machine and calculator.

Ability to communicate effectively communicate orally and in writing co-workers, contractors, homeowners, engineers, other government agencies, and members of the general public, including being sensitive to ethics, gender, cultural diversities, and

disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to occasionally work extended, weekend, and evening hours, and periodically travel out of town, sometimes overnight.

Possession of a valid Indiana Driver's License and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's work is broad in scope with many variables or considerations. Incumbent uses independent judgment in interpreting and applying various state and local codes to specific situations.

RESPONSIBILITY

Incumbent applies standardized department policies and procedures to individual cases for which desired results are clearly specified. Incumbent refers unprecedented situations to supervisor. Work is periodically reviewed for technical accuracy and adherence to guidelines.

PERSONAL WORK RELATIONSHIPS

Incumbent requires regular contact with co-workers, contractors, homeowners, engineers, other government agencies, and members of the general public for the purposes of securing information needed to complete inspections and explaining and/or interpreting codes and ordinances.

Incumbent reports directly to the Building Commissioner.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office environment, in a vehicle, and in the field during building inspections which may include exposure to noise, fumes, dust, heat, cold, and hazardous conditions, such as closeness to electrical current or moving parts for which safety precautions must be followed.

Incumbent duties involve lifting/carrying objects weighing under 25 pounds, crouching/kneeling, close and far vision, bending at waist, reaching, color perception, speaking clearly, and hearing sounds/communication.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT
(THIS IS NOT THE APPLICATION)

The job description for the position of Housing Code Inspector in the Department of Infrastructure and Development describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____ If yes, please explain. _____

Applicant/Employee signature

Date

Type or print name