

Open to the Public
October 30 – November 10, 2017

Housing Inspector 1 – EDNR/Housing

Primary Duties:

Enforces and works to achieve compliance with the City's Property Maintenance Code (International Code Council Property Maintenance Code, as amended) standards by Inspecting single and multifamily dwellings and commercial structures for physical safety and sanitary conditions.

Salary: \$20.61 per hour

Work Schedule:

Monday – Friday; 8:00 am – 4:30 pm
40 hours per week

Education, Training and Experience:

- Graduation from High School or completion of a GED is required.
- At least two (2) years' experience in housing remodeling/inspections or building construction is required.

Licenses and Certificates

- Possession of a valid Pennsylvania driver's license is required at all times during employment.
- Possession of International Code Council (ICC) Certification for the Property Maintenance Code is preferred. This Certification is required within six (6) months of hire to maintain the position.

Full time, Full benefit package

Applications will be accepted until 5:00 PM on Friday, November 10, 2017.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: **Housing Inspector 1**
Department: **EDNR**
Job Grade: **33 - Bargaining**
Reports To: **Deputy Director, EDNR**

Job Code: **6131**
FLSA: **Non-Exempt**
Effective Date: **10/1968**
Revision Dates: **8/1981; 5/1987; 10/1992; 8/2011; 6/2013; 1/2015; 10/2017**

Primary Function

Enforces and works to achieve compliance with the City's Property Maintenance Code (International Code Council Property Maintenance Code, as amended) standards by Inspecting single and multifamily dwellings and commercial structures for physical safety and sanitary conditions.

Principle Duties & Responsibilities

- Follows safe practices in the performance of duties.
- Inspects the exterior and interior of single and multifamily dwellings and commercial structures in order to ascertain the conditions of yards, fences, walks, parking areas, curbs, sidewalks, walls and stairways as well as the condition, efficiency and safety of plumbing, electrical and heating systems and overall safety of building and properties.
- Inspects the interiors of structures from basement to attic to ascertain the condition and safety of walls, floors ceiling, windows, stairways, and plumbing, electrical and heating systems; checks the number of electrical outlets, lighting, ventilation, and water supply in dwelling units.
- Inspects the exteriors of structures for rotted wood, deteriorated brick and mortar, missing gutters and downspouts, broken glass and chipped, cracked and peeling paint; checks the structural condition of buildings and the respective components related to stability and safety.
- Inspects multifamily dwellings and rooming houses for such required fire safety requirements as fire escapes, smoke detectors, enclosed hallways and means of egress.
- Inspects the interiors and exteriors of properties for infestation by insects and rodents.
- Responds to properties to investigate utility shut offs and failures. Analyzes possible solutions for correcting utility problems.
- Explains to landlords and tenants the enforcement provisions of the Property Maintenance Code; prepares violation notices for landlords and/or tenants.
- Prepares and submits required reports, correspondence and records; maintains files according to established standards.
- Files Property Violation Notices and criminal citations and testifies in court hearings, as required.
- Prepares notices to property owners and tenants regarding the requirements of the City's Property Maintenance Code.
- Communicates all contact with other agencies involved in any housing case to the Housing Inspection Supervisor on a daily basis.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of the International Code Council Property Maintenance Code, as amended.
- Knowledge of safe work practices related to Code Compliance and Inspections.
- Proven ability to comprehend, apply and enforce codes and ordinances and verbal and written directives from superiors is required.
- Some knowledge of the State Uniform Construction Code is preferred.
- Some knowledge of basic building construction, electrical systems and plumbing systems is required.
- Ability to operate hand held/tablet computer devices in the field for documenting violations.
- Ability to safely operate a motor vehicle in all weather conditions on city streets and in alleyways.
- Proven ability to communicate effectively and respectfully with individuals from diverse ethnic and economic backgrounds is required.
- Proven ability to deal firmly but tactfully when enforcing applicable codes with property owners and tenants is required.
- Proven ability to exercise sound judgment in decision-making is required.
- Proven ability to prepare clear, concise and accurate reports and to maintain files and records is required.
- Proven proficiency in knowledge, understanding and use of the Microsoft suite of tools (Word, Excel and Outlook) and other software for data entry is required.
- Proven ability to communicate in writing to residents, owners, management companies, supervisors and other customers.
- Proven ability to read, write, speak and comprehend English is required; bilingual ability is highly desired.
- Proven ability to work as part of a team and to collaborate successfully with others is required.

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- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

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Licenses and Certificates

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Environmental Conditions

- Indoors, environmentally controlled.
- Outdoor, exposed to inclement weather and extreme temperatures.
- Exposure to noise, pollution, heavy traffic.

Safety Equipment Used or Needed

- Personal Protective Equipment such as hardhats, gloves, safety glasses, ear protection, rain gear, Kevlar suits, and half face piece respirators.

Comments

- Requires standing, bending, walking and sitting and climbing in the performance of duties up to eight (8) or more hours a day.
- Knowledge, skills and/or abilities assessment tests may be conducted as part of the position screening process.
- Works around motorized or moving equipment and machinery.
- Requires working long hours and must be available to handle emergency situations after hours, weekends and holidays.
- Requires heavy manual lifting up to 80 lbs.
- Requires the use of hand tools, including electrical and thermal testing equipment.
- Requires performance of duties occasionally under unfavorable weather conditions.
- Knowledge, skills and/or abilities assessment tests may be conducted as part of the position screening process.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.