

**Open to the Public
July 10 – 27, 2018**

Lead Inspector – Property Maintenance Code Compliance (CC&I)

Primary Duties: Performs housing inspection and enforcement activities in compliance with Local and State Lead, Property Maintenance and Rental Property laws.

Salary: \$21.81/hr

Work Schedule: 40 Hours per week; Monday – Friday; 8:00 am – 4:30 pm

Education, Training and Experience

- Graduation from High School, vocational school or completion of a GED is required.
- One year hands on experience in housing or building inspection, preferably associated with a municipality is required; two (2) years' experience preferred.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.
- Possession of ICC IPMC Property Maintenance Code Certification required within 6 months of hire.
- Possession of EPA Lead Risk Assessor Certification required.

Full time, Full benefit package

Applications will be accepted until 5:00 PM on Friday, July 27, 2018.

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: **Lead Inspector - Housing**
Department: **Economic Development**
Job Grade: **34 - Bargaining**
Reports To: **Deputy Director EDNR**

Job Code: **6133**
FLSA: **Non-Exempt**
Effective Date: 4/16/2018
Revision Dates:

Primary Function

Performs housing inspection and enforcement activities in compliance with Local and State Lead, Property Maintenance and Rental Property laws.

Principle Duties & Responsibilities

- Provides Lead Risk Assessments in compliance with the State Lead laws for the City of Lancaster.
- Provides Lead Clearances in compliance with the Federal and State Lead laws for the City of Lancaster
- Meets with construction supervisors and property owners at the property site to inspect and assess compliance.
- Reviews pre-construction plans for Local and State Lead compliance.
- Conducts inspections of rehabilitation projects.
- Conducts inspections of construction and project progress for Lead requirements.
- Informs owners, contractors, management companies and occupants about compliance requirements for Lead laws and enforcement procedures.
- Maintains contact with health agencies, contractors and the public regarding lead and general construction issues.
- Provides back-up assistance to housing inspection office in property maintenance compliance functions.

Position Qualifications

Knowledge, Skills and Abilities

- Follows safe practices in the performance of the position duties.
- Knowledge of residential rehabilitation standards as well as the City's Property Maintenance, Rental Property and Lead Codes.
- Knowledge of federal rehabilitation standards and historic preservation is required.
- Ability to maintain, detailed accurate files and to prepare reports is required.
- Ability to organize and conduct public meetings, education programs and workshops/seminars is required.
- Ability to perform mathematical calculations is required.
- Knowledge of Microsoft suite of tools (Word, Excel, Outlook, etc)
- Knowledge of Munis Software Program or similar workflow program is required.
- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- 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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Environmental Conditions

- Indoors, environmentally controlled.
- Outdoor, exposed to inclement weather and extreme temperatures.

Safety Equipment Used or Needed

- Disposable Kevlar suits with or without hoods
- Protective booties or shoe covers.
- Respirator masks, including half face piece respirator's when required.
- Use of safety glasses, pit lifter, hard hats, gloves, etc. when dictated by safety needs.

Comments

- Requires work in a typical office environment with frequent outside work.
- Requires work within private residence throughout the City of Lancaster.
- Requires the ability to operate a motor vehicle.
- 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.

This description of work is meant to be an overview of work to be performed by the employee and not intended to be a complete listing of all tasks required in this job, nor a contract of employment. Management may assign other responsibilities within the employee's abilities.