

# **HOUSING INSPECTOR**

**IV-3111**

**Date:** October 2009

**Department/Division:** Community Development/Housing

**FLSA:** Non-Exempt

**Reports to:** Housing Services Manager

## **PURPOSE OF POSITION**

Under general direction of the Housing Services Manager, performs inspections of dwellings and premises for compliance with the Minimum Housing Code and related health and sanitation ordinances. Work involves compliance inspections, complaint inspections, rehabilitation inspections, and leased housing inspections. Inspections are conducted independently, but in accordance with departmental regulations and established technical standards.

## **ESSENTIAL DUTIES OF POSITION (with or without accommodation)**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.*

- Conducts inspections of occupied dwellings to determine whether they are in compliance with the housing codes, including inspections of structural features, room occupancy, adequacy, and condition of plumbing fixtures, fire hazards and cleanliness.
- Determines ownership of buildings in violation and issues written directions for correction of violations.
- May placard dwelling units that are declared unfit for human habitation by reason of health, safety or sanitation factors; process will generally involve serving notice to tenants to move from the premises, notifying a property owner that property has been condemned and placarding designated property.
- Prepares reports based upon inspections and investigations.
- Inspects housing for conformance with established standards of environmental sanitation and basic structural safety.
- Establishes and maintains effective working relationships with officials, other agencies, fellow employees, and the general public.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts and/or moves up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Significant experience in work requiring considerable public contact, including some experience in building construction at a journeyman level, and completion of a standard high school course or GED; or any combination of experience and training which provides the required knowledge, skills and abilities.

## **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Abilities**

The employee frequently is required to use hands and fingers to handle and feel; reach with hands and arms; and smell. Ability to quickly move hands, hands together with arms, or two hands to grasp, manipulate, or assemble objects, ability to exert muscle force repeatedly or continuously over time; this involves muscular endurance and resistance to muscle fatigue, ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another

person, ability to listen to and understand information and ideas presented through spoken words and sentences.

**Job Knowledge**

Good knowledge of the codes, regulations and ordinances governing minimum housing requirements and sanitation within the City of Sioux City; good knowledge of legal procedures as related to the Minimum Housing ordinances; ability to deal amicably with homeowners and tenants in explaining and interpreting the Minimum Housing Code, including the ability to be firm, tactful and impartial; ability to establish and maintain effective working relationships with co-workers and supervisors.

**Language Skills and Interpersonal Communication**

Requires effective communication skills and the ability to provide effective and courteous assistance to clients. Requires the ability to write and speak effectively with fellow employees, property owners, tenants, and the general public; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public; and the ability to relate to minorities, women, and other protected classes in the community at all socioeconomic levels.

**Work Environment**

While performing the duties of this job, the employee is regularly exposed to outdoor field conditions including varying weather conditions and varying street level noises; and visiting locations within the community whose environment may be different from the City's. Eighty percent of the work is done in the field and twenty percent is performed in an office environment. Must be mobile and able to visit complainants and businesses within the metro area.

**Special Requirements**

Possession of a valid Iowa driver's license, or the ability to provide reliable transportation.

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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution 2009-000766  
Dated 10/05/09