

Housing Inspector

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this broad class provide inspection of existing residential and non-residential properties and structures to secure compliance with building-related codes and ordinances affecting these existing structures.

Housing Inspector - 30000171

Distinguishing Characteristics

The journey level of this class typically works independently in the field and is responsible for decisions requiring discretion, judgement, and familiarity with the nuisance and housing codes and related building and local codes (i.e. Title 24, 25, 26, 27, 28, 29, and 33). It is distinguished from other classes of inspectors by its focus on these codes.

Typical Duties/Examples of Work

1. Inspects existing residential and non-residential structures and other included occupancies, and modifications to such structures, for faulty conditions covered by codes for structural, plumbing, electrical and heating systems, and for construction work done without permit(s).
2. Gives information on housing requirements in the field, by telephone, email, and letter; persuades owners, property managers, and tenants to make needed repairs, and affect improved structural and property maintenance.
3. Makes reports of field inspections and compiles case files; takes photographs of structures; writes letters; issues notice of compliance or non-compliance, and initiates and performs nuisance abatement proceedings.
4. Attends appeal hearings; appears as witness in hearings and court proceedings.
5. Coordinates with neighborhood committees, City bureaus, police, fire, and other agencies in enforcing housing and nuisance regulations.

6. Represents the bureau and division at public meetings and hearings related to the housing and nuisance code program to impart technical and procedural information.
7. Researches records and gathers information related to subject structures and properties.
8. Directs or refers the public as appropriate in reference to other building related and/or code problems; for assistance in achieving compliance.
9. Performs inspections to detect the existence of violations to the Nuisance Code; posts notices and warnings; determines appropriate remedies, and works with owners and occupants to achieve compliance.
10. Assists in field training of other inspectors.
11. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: construction methods, practices, terminology, building systems and components used in the construction, rehabilitation and repair of residential structures

Ability to: use computer and related software; exercise tact and diplomacy with a variety of others

Skill in: communicating effectively with people who are angry, hostile and/or confused; organizing and scheduling daily work activities; computing areas and volumes

Special Requirements

Valid State driver's license. Within one year of appointment, employee must possess one of these Oregon Residential Inspector certifications: Structural, Electrical, or Plumbing, or must meet the Oregon certification requirements to perform residential mechanical inspections.

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

2135 Housing Inspector Adopted 08-16-77

Revised 02-24-89 (Formerly titled Housing Inspector I), 01-05-90

Revised 02-09-94 (Updated format and all sections)

June 2009 - Change Job Class number from 2135 to 30000171, due to system change.

Revised: Feb 2017 – Updated class spec and certification requirements

Housing Inspector, Senior - 30000172

Distinguishing Characteristics

The senior journey level of the class typically serves as lead worker or administers a specific program related to housing and nuisance issues. It differs from the Housing Inspector by its responsibility for training of new inspectors and leading a team of Housing Inspectors, including assigning work, monitoring results for quality and consistency, and providing advice and assistance in the solution of complex or unusual violation cases or by its responsibility for administering a specific complex program.

Typical Duties/Examples of Work

1. Plans and assigns activities of a team of Housing Inspectors in the enforcement of the City's Housing and Nuisance Codes.
2. Develops training programs for Housing and Nuisance Codes.
3. Performs quality control inspections in the field to ensure consistency of enforcement.
4. Advises Housing Inspectors in the solution of complex or unusual inspections.
5. Administers a specific program related to housing and nuisance issues.
6. Oversees the preparation and presentation of code violation cases and represents the City before the Code Hearings Officer.
7. Prepares legal documents for routine legal actions, such as search warrants and nuisance abatement court orders.
8. Identifies problems with the code enforcement process by performing regular field inspections.
9. Attends appeal hearings; appears as a witness in court proceedings.
10. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: effective principles and practices of leadership; effective program administration

Ability to: schedule and assign work to others;

Skill in: demonstrating techniques to others; providing training to others; providing lead direction to staff; including assigning and reviewing work; operating a computer and utilizing job-related software.

Special Requirements

Same as Housing Inspector

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

2136 Sr Housing Inspector Adopted: 10/06/96

June 2009 - Change Job Class number from 2136 to 30000172, due to system change.

Revised: Feb 2017 – Updated class spec and certification requirements

Working Conditions

Work in this class is typically performed in an office environment and field environment. Incumbent is typically required to work outdoors in all weather conditions to negotiate rough terrain, to inspect the interior of potentially unsanitary buildings; to work alone in remote locations; to be exposed to potentially hostile or threatening individuals; to be called back to work during emergencies