



Job Class: Housing Inspector
Department: Operations
Supervisor: Weatherization Manager
FLSA Status: Non-Exempt Grade:
Revision Date: December 2016
Prepared by: Bi-County CAP, Inc.

Job Summary:

Incumbent assists in the delivery of all Bi-CAP housing programs, and performs the necessary inspections, services and administrative functions that support the organization's energy programs.

Scope of Responsibility:

The Housing Inspector will inspect properties for compliance with the Housing Quality Standard, safety violations and other city code violations for pre tenant move ins and for an annual recertification inspection.

Essential Duties and Responsibilities:

- 1 Conducts or coordinates inspections.
 - 1.1 Performs thorough inspections on Rental houses for LTH, RAP and PSH to ensure safety of systems and compliance with codes and meets Housing Quality Standards.
 - 1.2 Calls tenants and landlords to coordinate inspection times and locations.
 - 1.3 Provides onsite information to tenants and landlords of failing items that need repairs.
 - 1.4 Scan inspection forms to office and keep updated records of all inspections completed.

- 2 Completes administrative functions.
 - 2.1 Keeps a current file of inspections that pass and fail.
 - 2.2 Maintains records and completes reports in conformance with program requirements;
 - 2.3 Attends meetings and trainings representing the agency in a professional manner;
 - 2.4 Completes all necessary forms to deliver designated programs;
 - 2.5 Assists in development of work plans and schedules to meet program goals;

- 3 Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
 - 3.1 Frequently interacts with agency staff and outside landlords to exchange basic fact information as well as detailed and/or technical information where the ability to explain concepts is exercised;
 - 3.2 Effectively communicates information necessary to negotiate basic agreements;
 - 3.3 Refers issues and concerns to the appropriate party for resolution as necessary;
 - 3.4 Keeps immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to his/her attention so that prompt corrective action can be taken where appropriate;
 - 3.5 Adheres to agency's policies concerning data privacy

- 4 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.

- 4.1 Knows and follows department and Bi-CAP rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
 - 4.2 Knows Bi-Cap's AWAIR and Right to Know policies and procedures;
 - 4.3 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
 - 4.4 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.
- 5 Performs all other duties as assigned or directed.

Minimum Qualifications:

- Valid MN Class D driver's license with satisfactory driving record.
- High school diploma, GED, or equivalent training and experience.
- Housing Quality Standard (HQS) certification preferred.
- A combination of experience and/or education in housing inspection totaling at least 2 years.
- Training and/or experience in evaluating plumbing, heating, electrical and structural components of buildings and basic knowledge of fire safety and sanitation.
- Knowledge and experience of basic computer entry functions.
- Ability to communicate clearly and concisely both orally and in writing.

Knowledge, skills and abilities include:

- Ability to communicate both orally and in written format with staff, general contractors and the public.
- Ability to work under minimal supervision.
- Ability to meet physical requirements of conducting inspections.
- Ability to operate a motor vehicle to perform work-site duties.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to perform basic arithmetic calculations accurately.
- Ability to read gauges and measure using measuring devices.
- Ability to utilize various PC computer software applications, including Office, email and scanner.
- Ability to enforce HQS and ordinances firmly, tactfully, and impartially.
- Ability to develop and maintain effective working relationships with the other staff, agencies, service providers, and institutions.
- Ability to meet the requirements of the Department of Human Services background study;
- Must be unbiased toward low-income families and other racial and ethnic groups, and must have an appreciation of cultural diversity and differing values.

Physical Demands & Working Conditions:

This position consists primarily of fieldwork requiring the employee to enter private property or dwellings, including climbing stairs, for the purpose of routine inspections. On-site conditions will vary from property to property and may include identifying health/safety hazards. Fieldwork will be performed year round and can involve contact with inclement weather ranging from -10 degrees to 85 degrees. Position requires occasional lifting, bending, twisting, sitting, kneeling and standing. Incumbent is required to take appropriate safety precautions.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director retains the discretion to add duties or change the duties of this position at any time.