

UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION

POSITION: Housing Inspector
CLASSIFICATION: **Grade 8**
REPORTS TO: Housing Department Head

TYPE OF WORK:

Responsible for housing inspections for rental, owner occupied, new construction and adaptive reuse of existing structures. Activities include: Housing Quality Standards Inspections for the Section 8 Rental Assistance Program and Iowa Minimum Housing Standards for the CDBG and HOME programs. Inspections could also include Housing Trust Funds and the Federal Home Loan Bank Programs. Assures compliance with local, state and federal codes and standards. Works under the general direction of the Housing Department Head.

DUTIES:

- Inspect rental units to ensure they are maintained at Housing Quality Standards; including initial, annual and special inspections for the Section 8 program.
- Obtain Sampling Technician Certification from the Iowa Department of Public Health.
- Inspections will include Visual Risk Assessments for all programs, once Sampling Technician Certification is achieved. Prepare Visual Risk Assessment Reports as needed.
- Process/Inspect files in a timely manner.
- Act as a mediator between Landlords/Tenants and between Homeowners/Contractors.
- Promote safe and sanitary housing for all programs.
- Required to perform out-of-doors assignments.
- Inspect Owner Occupied and new homes to meet Iowa's Minimum Housing Standards.
- Prepare work write-ups, bid estimates, bid advertisements, review bids, process request for payments, process change orders and final close-out.
- Assist with SHPO clearance.
- Periodically attend training sessions to improve effectiveness as a staff member of UERPC.
- Assist to update contractor work specifications, bid documents, contracts, contract conditions and contract assurances.
- Prepare, maintain, update, and complete required reports to regulatory agencies.
- Provide assistance to local governments, citizens and interest groups in obtaining information regarding technical assistance provided by UERPC.
- Prepare other reports as assigned.
- Update and maintain general and individual participant's information files specific to community development and housing.
- Work with other agencies (banks, realtors, Community Action, USDA-RD, Architects, Engineers, etc.) to coordinate services.
- Attend evening meetings as necessary.
- Other duties as assigned by the Housing Department Head.

QUALIFICATIONS:

Graduation from a two year community college program or four-year Degree or an equivalent of training and experience with a construction background preferred. College and/or community college classes, courses and trainings are recommended. Bachelor's Degree preferred. Knowledge of housing codes and regulations including the National Electric Code and HVAC required.

Excellent written and oral communication skills to effectively and positively promote the services of UERPC to the public. Excellent knowledge of general office equipment including computers using word

processing, Publisher, Power Point and spreadsheet programs. Ability to keep current with technological changes,

Ability to follow written and oral instructions; ability to work on your own and to take on added responsibility as needed; ability to work with and for the general public to include homeowners, contractors, trades people and tenants.

Must possess a valid driver's license, a clean driving record and be insurable under UERPC's insurance policies. Must be able to lift 35 pounds from the floor.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute either a contract of employment nor later my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Immediate Supervisor

Date

Upper Explorerland Regional Planning Commission (UERPC) is an Equal Employment Opportunity Employer. In compliance with the American Disabilities Act, UERPC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

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