

POSITION DESCRIPTION

CITY OF WILLOWICK

Position Title: Housing Inspector

General Purpose for Job: This is technical work in the enforcement of property maintenance, housing, and zoning codes.

Work involves investigating, inspecting, and enforcing housing, property maintenance, and zoning codes. Work is performed under the supervision of the Chief Housing & Zoning Inspector and is reviewed through reports and conferences.

DUTIES (The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with a "bullet".)

- Inspects all areas within the City for obvious property maintenance violations, including debris, trash, etc.; responds to specific citizen complaints and inquiries concerning violations. Inspects interior and exterior of housing as required concerning housing code and safety violations.
- Coordinate with City Prosecutor.
- Initiates contact in person, by telephone, or in writing to cite violations and to identify guidelines and time frames to bring violations into compliance; performs re-inspections to assure compliance.
- Communicates with the public in the office by telephone concerning zoning or property maintenance matters; receives and processes various applications for adherence to zoning codes.
- Maintains records and files regarding inspections and violations.
- May assist in other planning functions by reviewing addition and accessory permit applications for adherence to zoning codes or related functions.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Performs related duties as assigned.
- While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; ascent and descent stairs and ramps; maintain body equilibrium to prevent falling when walking, standing, crouching; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; speak and hear; and push, pull and/or lift up to 10 pounds and up to 20 pounds occasionally.

MINIMUM EDUCATION AND EXPERIENCE

Education: Graduation from high school or GED equivalent.

Experience: Code Enforcement, Housing Inspections, or other Related Fields

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES (Required for satisfactory performance. Those which may be required after hired are noted with a “bullet”.)

Knowledge of:

- The property maintenance and nuisance ordinances, regulations, and related codes.
- Microsoft programs.

Skill and Ability to:

- Ability to inspect houses or sites and ascertain compliance with applicable codes.
- Ability to tactfully enforce codes and regulations.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Must be willing to work as required for enforcement purposes.
- Must have ability to perform clerical work as required by the work involved.
- Learn other programs such as CitiForce.

License or Certification Required:

- Valid Ohio Driver’s License
- ICC Certified – Property Maintenance & Housing Inspector or State of Ohio Residential Building Inspector Certification or have the ability to obtain it within one year of employment.