

**HOUSING INSPECTOR
(Class Code 4243)**

Task List

1. Conducts systematic on-site habitability inspections of multi-family residential rental housing units and the surrounding property for compliance with existing codes, ordinances, and standards relating to health, sanitation, fire and life safety, building maintenance, occupancy and zoning, property maintenance and nuisance properties.
2. Conducts on-site investigations of complaints of habitability, unsanitary conditions, or possible code violations, such as damaged carpet, lack of hot water, dampness in rooms, infestations, faucet leaks, and malfunctioning light fixtures in order to bring the unit to a safe and habitable condition.
3. Performs research of records such as current and previous permits, county assessor property history, current property owner information, construction records, or findings of prior inspections in order to determine the legality of work performed on a property.
4. Posts properties for inspection in order to notify all tenants, landlords, property managers, and other interested parties of upcoming inspections, hearings, and events.
5. Conducts inspections which may result in citing violations, issuing misdemeanor citations, re-inspecting for compliance, and following through with the code enforcement process.
6. Meets with property owners or their representatives during initial inspection in order to discuss inspection procedures, such as interior and exterior inspections needed, various possible code violations (electrical, plumbing, fire safety) and provide them with information regarding next steps in the inspection process, such as time given before re-inspection, notice to comply containing cited violations, possible legal consequences of noncompliance.
7. Interacts daily with members of the community, other entities, contractors, coworkers, or supervisors on a one-to-one or one-to-group basis in order to discuss inspection processes, procedures, and violations.
8. Attends or appears as a witness at hearings and in court in order to provide expert testimony regarding inspection procedures and code violations cited.
9. Assists in training new inspectors by having them observe the day to day office procedures and field inspection processes of a Housing Inspector.
10. Uses a personal computer (PC) to read and prepare e-mail correspondence, inspection notes, and work log notes, navigate department databases, operate computer programs such as Google Suite, and Microsoft Office Suite, and conduct internet/intranet searches.
11. Operates a cellular phone or desk phone in order to communicate with supervisors, coworkers, contractors, and customers regarding inspections, updates, and scheduling.