



CITY OF URBANA
Human Resources Division

HOUSING INSPECTOR

JOB DESCRIPTION

Division:	Building Safety	FLSA Status:	Non-Exempt
Department:	Community Development Services	Job Type:	Civil Service, Non-Union
Reports To:	Building Safety Division Manager	EEO Category:	1
		Pay Grade:	40

JOB SUMMARY

Inspects existing occupied and vacant structures, including single-family, multi-family, hotels/motels, and mobile homes and enforces compliance with existing structure code, building codes, and property maintenance code; enforces zoning and other codes and ordinances; enforces departmental procedures pertaining to dangerous buildings; assists in administration of the city's rental registration program.

Performs a variety of routine to complex duties related to the City's code enforcement and building inspection program, including: the identification, investigation and correction of violations of the City's building, property maintenance, occupancy, and housing codes and City and State building and safety codes and ordinances; completes complex inspections of residential, commercial and industrial building sites to enforce building, plumbing, mechanical, electrical codes and safety regulations; investigates citizen complaints of public nuisances and quality of life issues; and seeks voluntary compliance or issues citations and initiates abatement procedures; and performs related work as required.

Distinguishing Characteristics of this Class: This is the journey level class. A position in this class typically requires prior building inspection work experience or substantially similar work in another field. Supervision received is general in nature from the Building Safety Division Manager.

ESSENTIAL FUNCTIONS

- Inspects existing residential structures and other buildings for conformance with existing structure codes; orders corrective action and inspects for compliance.
- Conducts Community Development grant/loan code compliance inspections, homeowner's courtesy inspections, and installation inspections.
- Conducts systematic inspections of rental housing properties in Urbana

- Conducts University of Illinois certified housing inspections and other special inspection programs, such as the Carle Hospital rental housing inspection program.
- Conducts bi-annual hotel/motel inspections in coordination with Urbana Fire Rescue Services.
- Assists owners to prepare appeal/variance application; prepares and presents city's cases for Property Maintenance Board of Appeals; appears in court if court ordered compliance and fines are necessary.
- Coordinates with other inspectors from Community Development Services Department, Public Works Department, Champaign County Housing Authority, Fire Department, Legal Division, and Police Department, University of Illinois, and community groups as required.
- Receives complaints from tenants and citizens; investigates and resolves complaints according to standard complaint procedures.
- Coordinates with housing-related interest groups, including various neighborhood groups, tenant groups, and the apartment association, and sits on relevant boards and commissions, as appropriate.
- Maintains vacant properties register and reports on status of cases.
- Monitors security of vacant properties.
- Investigates ownership of properties through contracting title searches and speaking with neighbors and tenants.
- Answers inquiries from the general public on zoning, property maintenance code regulations, and fire safety.
- Enforces zoning ordinance provisions as they pertain to rental property and housing maintenance, including occupancy and use restrictions.
- Coordinates with Planning Division (Zoning), Environmental Compliance Officer (Public Works), Legal Division, Animal Control, Police, and Fire, as appropriate, to address specific building safety, property maintenance and zoning violation issues.
- Enforces departmental procedures pertaining to dangerous buildings.
- Performs structural assessments of fire-damaged properties with assistance from other Building Safety Division and Fire Department personnel as needed.
- Inspects lot dimensions and utility connections for placement of mobile homes for conformance with existing municipal ordinance; orders corrective action and inspects for compliance; issues Certificate of Occupancy.
- Inspects mobile home parks for conformance with the municipal ordinance including an annual systematic inspection of all parks.
- Monitors daily activities and trains interns for project work as assigned.
- Performs other related duties as assigned.
- Enters and tracks inspection and correction data in automated and spreadsheet programs.

JOB REQUIREMENTS

KNOWLEDGE & EXPERIENCE

- Knowledge and skills typically acquired through graduation from high school and two (2) years' work experience in building construction and/or relevant code enforcement. Experience as a journey level plumber, electrician, carpenter or related craftsperson in the building construction field is highly desirable.
- Attainment of a college degree at the associate's level is desirable.
- Knowledge of methods and practices involved in building construction.
- Basic knowledge of national, state, and municipal existing construction codes and zoning principles.
- Basic knowledge of systems and principles for plumbing, mechanical, electrical, and building construction in existing buildings.
- Basic knowledge of computer systems for an office setting, including ability to utilize permit and enforcement software programs and spreadsheets.

ABILITY TO

- Organize and prioritize workload.
- Communicate clearly and precisely both in writing and orally, including presenting cases.
- Detect violations and assess extent of violations.
- Analyze means of compliance presented by relevant parties.
- Deal effectively with the general public, contractors, tenants, fire inspectors, attorneys, police, and owners regarding enforcement of zoning and existing construction codes and ordinances.
- Enforce necessary regulations with firmness, diplomacy and tact.
- Establish and maintain cooperative working relationship with those contacted in the course of work.
- Work independently without immediate supervision.
- Prepare professional letters, reports, and documentation pertaining to inspection and enforcement findings.
- Work with confidential information.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess or obtain within fifteen (15) days of employment a valid State of Illinois Class D driver's license.
- Must obtain I.C.C. Code certification as Residential Building Inspector within reasonable period of time after employment. Must maintain certification as required by Building Officials Code Administrators International (B.O.C.A.).

EXPECTATIONS

The City of Urbana is committed to excellence for and expects the employees to model the following values:

- **Respect** - We champion diversity and welcome individual perspectives, backgrounds and opinions. All individuals are to be treated with respect and dignity.
- **Integrity** - We are stewards of the public's trust and are committed to service that is transparent and consistent with City regulations and policies. We are honorable, follow through on our commitments, and value open communication. We are accountable to ourselves, to the City and to the public.
- **Customer Service** - We are dedicated to exceeding the expectations of our community and our peers by demonstrating professional service with a solution-oriented approach.
- **Collaboration** - We are committed to organizational success and celebrate our shared dedication to public service. We believe in the power of collaboration and the sum of our individual contributions leads to results greater than what we could have accomplished alone.

RESPONSIBLE FOR:

- Executing duties in a timely manner in accordance with departmental policy.
- Inspecting existing structures, mobile home lots and mobile home parks, for conformance with municipal codes and ordinances; responsible for ordering corrective action and inspecting for compliance.
- Enforcing pertinent zoning ordinance provisions.
- Assist in administration of the city's rental registration program.
- Conducting hotel/motel inspections on a bi-annual basis.
- Maintaining vacant structures register.
- Gathering information regarding ownership of properties and contracting title searches when necessary.
- Enforcing departmental procedures pertaining to dangerous buildings.
- Preparing and presenting city's case for Property Maintenance Board of Appeals and appearing in court when court ordered fines and compliance are necessary.
- Safe operation of City vehicles and equipment.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with other city inspectors and office personnel.
- Daily contact with other departments.
- Daily contact with owners, tenants, contractors, attorneys, and general public.

- Periodic contact with other governmental agencies and community groups.

WORK ENVIRONMENT

- Standard office setting and daily visits to dwellings sites.
- Frequent work within occupied rental units.
- Occasional work within building with unsound structural systems including work in fire damaged buildings.
- Moderate work during inclement weather and weather conditions (snow, ice, rain, heat and humidity).
- Moderate work on ladders to inspect roofs.
- Occasional work in cramped spaces such as crawlspaces, basements, and attics.
- Occasional weekend and evening work depending on schedule of clients and city council meetings.

SPECIAL CONDITIONS

- Security Sensitivity Level 3: Requires successful completion of a Criminal History Check and Motor Vehicle Check prior to employment.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: John Schneider, Building Safety Manager 5/20/2014
Signature *Date*

Class Specification History:
General revision: Jan. 2003



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FLSA Status: Non-Exempt; ~~Civil Service~~
Job Type: Civil Service, Non-Union
EEO Category: 1
Pay Grade: 40

JOB SUMMARY:

Inspects existing ~~vacant and~~ occupied and vacant structures, including single-family, multi-family, hotels/motels, and mobile homes and enforces compliance with existing structure code, building codes, and property maintenance code; enforces zoning and other codes and ordinances; enforces departmental procedures pertaining to dangerous buildings; assists in administration of the city's rental registration program.

Performs a variety of routine to complex duties related to the City's code enforcement and building inspection program, including: the identification, investigation and correction of violations of the City's building, property maintenance, occupancy, and housing codes and City and State building and safety codes and ordinances; completes complex inspections of residential, commercial and industrial building sites to enforce building, plumbing, mechanical, electrical codes and safety regulations; investigates citizen complaints of public nuisances and quality of life issues; and seeks voluntary compliance or issues citations and initiates abatement procedures; and performs related work as required.

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ESSENTIAL ~~JOB~~ FUNCTIONS:

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- Conducts Community Development grant/loan code compliance inspections, homeowner's courtesy inspections, and installation inspections.

- Conducts systematic inspections of rental housing properties in Urbana
- Conducts University of Illinois certified housing inspections and other special inspection programs, such as the Carle Hospital rental housing inspection program.
- Conducts bi-annual hotel/motel inspections in coordination with Urbana Fire Rescue Services.
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- Monitors security of vacant properties.
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- Answers inquiries from the general public on zoning, property maintenance code regulations, and fire safety.
- Enforces zoning ordinance provisions as they pertain to rental property and housing maintenance, including occupancy and use restrictions.
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- Enforces departmental procedures pertaining to dangerous buildings.
- Performs structural assessments of fire-damaged properties with assistance from other Building Safety Division and Fire Department personnel as needed.
- Inspects lot dimensions and utility connections for placement of mobile homes for conformance with existing municipal ordinance; orders corrective action and inspects for compliance; issues Certificate of Occupancy.
- Inspects mobile home parks for conformance with the municipal ordinance including an annual systematic inspection of all parks.

- Monitors daily activities and trains interns for project work as assigned.
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- Knowledge of methods and practices involved in building construction.
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- Inspecting existing structures, mobile home lots and mobile home parks, for conformance with municipal codes and ordinances; responsible for ordering corrective action and inspecting for compliance.
- Enforcing pertinent zoning ordinance provisions.
- Assist in administration of the city's rental registration program.
- Conducting hotel/motel inspections on a bi-annual basis.
- Maintaining vacant ~~properties~~structures register.
- Gathering information regarding ownership of properties and contracting title searches when necessary.
- Enforcing departmental procedures pertaining to dangerous buildings.
- Preparing and presenting city's case for Property Maintenance Board of Appeals and appearing in court when court ordered fines and compliance are necessary.
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