

Job Description

TITLE: Rental Inspector

REPORTS TO: Community Development Director

FLSA Status: Part-time, hourly, non-exempt

Union Status: Non-union

GENERAL SUMMARY:

At the direction of the Community Development Director, the Rental Inspector (Inspector) shall function as an extension of the Community Development Department. The Inspector shall be responsible for administering the rental inspection program and conducting rental inspections. The Inspector will perform a variety of routine and technical work in the field of property maintenance to ensure compliance with the city's rental registration and inspection program and other applicable codes and ordinances. The Inspector shall be available and responsible for the performance of the following services.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Administer the rental inspection program, including preparing notices, receiving and processing registration documentation, and responding to inquiries from residents, tenants, property management companies, and property owners.
2. Issue violation notices when necessary.
3. Prepare necessary documentation of inspections and property conditions found, including using camera, measuring devices, etc and other notes to prepare documentation for enforcement action, including court action resulting from ordinance violations and other legal matters.
4. Schedule and conduct inspections on all rental properties within the city and in conformance with the city's rental ordinance and any other applicable codes and ordinances.
5. Enter inspection and other information into the city software program.
6. Provide inspection reports and other requested information to the Community Development Director on a regular basis.
7. Provide inspection reports or other code enforcement related information to the City Manager upon request.
8. Work with property owners, and tenants when applicable, to resolve issues and achieve compliance.
9. Issue citations for non-compliance of any and all applicable codes and ordinances.
10. Appear in court on behalf of the city for applicable citations or other related matters.
11. Answers questions and provides information to residents, tenants, property management companies, and property owners regarding city codes and ordinances, assistance programs, and other pertinent information.
12. Performs inspections applying zoning, property maintenance, and other applicable Codes. Seeks compliance where standards are not met including recommending corrections, issuing violation notices and testifying in court when necessary.
13. Prepares inspection reports and correspondence; maintains related records.
14. Receiving and investigating complaints, and issuing violation notices when necessary.

15. Performs related administrative duties, including issuance of Certificates of Compliance for rental properties.
16. Assists the Code Enforcement Officer in completing his/her duties, as needed.
17. Additional duties as directed and described by the Community Development Director or City Manager.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Maintains current knowledge of building codes, city code and ordinances, and other related regulations.
2. Performs other duties as assigned.

MINIMUM REQUIREMENTS:

1. High school diploma or GED equivalent.
2. One of the following:
 - a. Technical course work related to the building trades (e.g., electrical wiring, plumbing, carpentry, etc).
 - b. Two years of related work experience in the building trades, inspection, construction, code enforcement, law enforcement, property management, real estate services, or similar field.
 - c. Two years of college in related field (e.g. Building construction, planning, engineering, etc).
3. Valid Driver's license in the State of Michigan and good driving record.
4. Certified as a Building Inspector (Preferred).
5. Comprehensive knowledge of Federal, State and local laws, ordinances and regulations relating to assigned activities.
6. Comprehensive knowledge of construction or rehabilitation practices and procedures.
7. Basic knowledge of typical office equipment and software; prior knowledge of BSA software preferred.

SKILLS REQUIRED:

1. Ability to read and understand codes, ordinances and regulations.
2. Analytical ability to apply knowledge of codes, ordinances and regulations to specific investigational situations.
3. Interpersonal and communications skills necessary to handle complex situations and establish/maintain working relationships with building owners, contractors, and the public.
4. Demonstrated temperament and ability to de-escalate conflicts and mediate negative interactions.
5. Effectively communicate in oral and written form.
6. Ability to access residential and commercial properties including non-barrier free locations on a daily basis.
7. Ability to independently prioritize and coordinate work activities.
8. Physical stamina necessary to inspect buildings including walking or standing for long periods of time, climbing stairs and ladders, and making onsite roof inspections.