

HOUSING AND COMMUNITY REHABILITATION INSPECTOR**Definition:**

Under general supervision performs a variety of specialized and technical property inspections based on federal, state, city and housing program standards, standard building maintenance, repair, and construction methods, practices and procedures pertaining to municipal codes, and regulations pertaining to structural, electrical, plumbing and related inspections; writes and maintains records/reports; inspects and monitors progress of housing rehabilitation work performed to ensure compliance; responds to inquiries related to housing programs; prepares detailed cost estimates of work; and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responds to inquiries regarding the Housing Rehabilitation Loan Program, the Affordable Housing Program and related housing programs.

Performs code related inspections for all housing programs and assists in making determinations of eligibility.

Performs specialized housing-related inspections for lead base paint, mold and asbestos; monitors abatement of these conditions if found and performs annual/follow-up inspections.

Monitors on-site construction at assigned projects; acts as project manager and directs the work of construction contractor(s).

Prepares enforcement correspondence and issues permits, various notices, certificates, stop work orders, change orders and related documents.

Prepares and maintains records of project status and inspection reports to include photographic records.

Conducts preliminary and follow-up investigation of alleged violations of the City's rental housing related ordinances and/or Housing Quality Standard codes.

Researches and computes industry cost estimates for housing rehabilitation projects and knowledge of construction practices.

Documents and details the scope of work and specifications to be completed on rehabilitation grant and/or loan projects.

Reviews plans and permit applications for conformance with codes and regulations.

Acts as a liaison between the Housing Division and contractors, property owners, property management and the public as assigned.

Represents the City at public events to promote and provide information about housing related programs.

Uses basic hand tools, small and large hand probes and a camera.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Performs other projects/tasks as assigned.

Class Characteristics:

Housing and Community Rehabilitation Inspector is a classification in the Community and Economic Development Department with duties related primarily to housing inspection and other housing issues. Duties require substantial judgment and initiative and are performed with minimal supervision.

Bargaining Group: FMEF

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Principles, methods, practices, materials and equipment used in construction, remodeling and repair.

Labor requirements and prevailing wage compliance and practices

Housing Quality Standard (HQS) inspections of residential units related to housing program requirements.

Safety hazards and inspection safety practices related to construction, remodeling, and repair.

Procedures and methods of building inspection work.

Applicable regulatory codes and regulations.

Project cost estimating.

Record keeping principles and procedures.

English usage, spelling, syntax, spelling, grammar, and punctuation.

Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

AND

Ability to:

Understand and interpret plans and specifications.

Detect and locate faulty materials/construction.

Enforce applicable codes with firmness, tact and impartiality.

Perform complex housing inspection work with limited supervision.

Conduct inspections on the roofs of single and multi-story structures.

Understand and carry out oral and written instructions and use independent judgment and initiative and make sound decisions in accordance with established procedures and policies.

Maintain a variety of records and transfer data from one form/source to another.

Adhere to multiple deadlines and handle multiple projects.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Handle job stress and maintain composure in public settings.

Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Read at the level required for successful job performance.

Meet the public with courtesy and tact.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

Associate degree or equivalent from an accredited college or two years of study towards a bachelor's degree at an accredited college or university in a related field to include some completed coursework in building construction, architecture or drafting or completion of a construction inspection certification program from an accredited college, or knowledge in code enforcement.

Designation as a certified Property Maintenance and Housing Inspector by the International Code Council (ICC) is desirable as is some experience inspecting affordable housing, high rise housing and/or commercial buildings.

AND

One year of experience as a City of Fullerton Building Inspector I/II or equivalent.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs. This class is subject to overtime.

Designation as a certified Residential Building Inspector by the ICC or equivalent International Conference of Building Officials (ICBO) certification. Certification by other approved organizations may be accepted if they are determined by the City to be equivalent.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed both in an office environment and in the field/on-site when performing inspections. When outdoor field work is performed there is full exposure to the elements. The incumbent uses a computer, keyboard and related equipment, data recording equipment, a camera, basic hand tools, small and large hand probes, drives a vehicle on City business and sits, stands, walks, reaches, bends and grasps. When performing inspections the incumbent kneels, crouches, twists, climbs stairs, ladders and inclines, crawls in confined spaces, walks on roofs of single and multi-story structures and scaffolding, lifts and carries a ladder and may walk on slippery/uneven slopes and surfaces, be exposed to extreme noise, damp conditions, construction fumes, solvents, chemicals, dust, soil, electrical hazards and vehicular traffic. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised September 2024

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Established December 2004 – Class Split from Building Inspector II