

REHABILITATION TECHNICIAN/ASSISTANT BUILDING INSPECTOR

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general direction of the Director of Community Development, performs technical and administrative work in rehabilitation and improvement of residential properties qualifying for federal assistance or applicable available loan programs; performs a variety of duties in cooperation with the Senior Building Inspector/Code Enforcement Officer in the administration, enforcement and abatement of nuisances and related ordinances; enforces nuisance ordinances.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Administers residential building rehabilitation and Section 8 Housing programs which provide low interest loans to persons and property qualifying for assistance; counsels applicants on programs objectives, verifies eligibility information, meets applicants and third party inspectors; in the "Housing Rehab Program", advertises, invites and analyzes bids, prepares contractor documents, works with contractors and homeowners to assure satisfaction with improvements; conducts necessary communications involved in changing plans or building under construction to meet standards of codes and ordinance; serves as contract administrative liaison between site manager and the City; ensures that funds are allotted to authorized programs needing completion; prepares special and periodic narrative and statistical reports as necessary; attends conferences and meetings to keep abreast of current trends in the field.

Administers federal regulations; assures standards and requirements are met and counsels or reviews applicants; inspects new and existing building and structures to enforce conformance to building codes, grading and zoning laws contained in the City Municipal Code and approved plans, specifications and standards; assists in detecting, reporting, documentation and resolution of code violations; issues citations for violations of City Codes and Ordinances as directed by supervisor; inspects residential, commercial, industrial and other buildings during and after construction to ensure that building, grading, zoning and safety laws and approved plans and specifications; conducts surveys of existing buildings to identify lack of maintenance, housing violations or hazardous conditions; prepares and keeps records of site visits and photo logs; uses a variety of equipment, as a camera and transit, in the work.

OTHER DUTIES: Works with other departments and units; performs related duties.

QUALIFICATIONS

Knowledge of the practices, techniques and regulations regarding housing rehabilitation.

Working knowledge of building and related codes.

Knowledge of nuisance ordinances.

Knowledge of hazards which may be present.

Ability to maintain confidentiality.

Ability to prepare accurate reports.

Ability to handle and account for grant funds.

Ability to carry out mathematical calculations.

Ability to establish and maintain effective working relationships with contractors, program participants, officials and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate physical work, to lift 50 pounds and to lift and carry up to 25 pounds;

Ability to stand, walk, run, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate a computer, office and survey equipment and a vehicle;

Ability to talk and hear in person, by telephone and two-way radio;

Ability to see and read instructions, manuals, codes, plans and specifications and to observe building defects.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school and two years of experience in code enforcement, building construction or in similar fields.

SPECIAL REQUIREMENTS: Possession of a valid driver's license; certification as a Building Inspector by the ICBO, or ability to become certified within two years of appointment.