



CITY OF KALAMAZOO
invites applications for the position of:
Housing Inspector II (S36)

SALARY: \$20.34 - \$24.20 Hourly

OPENING DATE: 05/23/12

CLOSING DATE: 06/22/12 05:00 PM

LOCATION: Community Planning and Development, 415 Stockbridge, Kalamazoo, Michigan

DEPARTMENT: Community Planning and Development

DESCRIPTION/ DISTINGUISHING FEATURES:

Performs highly technical field work and associated office work in securing compliance with ordinances and regulations governing the prevention and spread of blight in existing housing, as well as compliance with the Rental Registration and Certification Program throughout the community; does related work as required.

The work involves responsibility for performing both independent field and office work in order to secure compliance with legally established city ordinances (e.g., Chapter 17, Housing; Chapter 22-3, Nuisances; Chapter 15A Garbage & Trash; and/or International Property Maintenance Code). The Housing Inspector II is responsible for obtaining voluntary compliance with such standards where possible and, when necessary, through legal enforcement. The work requires knowledge of acceptable housing conditions controlled largely by ordinance provisions and standard construction and maintenance practices, as well as an understanding of programs for the improvement of existing deteriorated dwellings. It also requires substantial knowledge of general enforcement processes, which includes litigation. The individual must exercise independent judgment and discretion.

EXAMPLES OF DUTIES:

- Inspects existing housing for conformance with ordinances and codes;
- Prepares detailed violation notices for property owners outlining necessary property improvements;
- Manages case load of numerous rental property cases;
- Issues regular and ongoing enforcement where property is not in conformance;
- Issues legal postings of violations of the City code and appears in court as expert witness;
- Makes sketches of floor plans showing suggested ways of achieving improvements, and provides information regarding where and how to obtain technical assistance;
- Investigates complaints and takes appropriate action;
- Makes inspections of work in progress to ensure conformance with specifications, materials, and codes;
- Refers issues to other code administration staff when necessary;
- Keeps detailed records and makes reports of inspections;
- Works with neighborhood groups; and attends special courses to keep abreast of new methods and techniques.

ESSENTIAL QUALIFICATIONS:

- General knowledge of methods and practices used in housing construction and repair;
- Knowledge of building methods and materials;
- Thorough knowledge of housing codes and their application for purposes of evaluation of buildings and their conditions;
- General knowledge of use and maintenance of residential electrical, mechanical and plumbing systems;
- Substantial knowledge of ordinance enforcement practices;
- Skill in dealing tactfully with property owners and ability to secure their cooperation;
- Keeness of perception;
- Good memory;
- Ability to walk through, as well as climb up and down, and stoop and crawl in construction sites;
- Ability to move up to 60 pounds;
- Ability to lift, carry, use and hold handheld computer and digital camera used for field inspections.

ACCEPTABLE TRAINING AND EXPERIENCE:

- A minimum of one year building inspection, housing inspection, code compliance or related field inspection and/or enforcement experience;
- High school diploma, GED and/or vocational/technical training;
- Associates degree or higher in related field a plus;
- Possession of a valid motor vehicle operator's license;
- Computer skills including experience with Outlook, Word, Excel;
- Preferably possession of an appropriate contractor's license(s) issued by the State of Michigan;
- ICC Certification (IPMC) preferred at hire, mandatory within six-months of hire;
- Or any equivalent combination of experience and training which provide the required knowledge, skills, and abilities.

Position #12-00063
HOUSING INSPECTOR II (S36)
JD

CITY EMPLOYEE BIDS SHOULD BE SUBMITTED TO:
Human Resources Department

EXTERNAL APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kalamazoo.org/>

OUR OFFICE IS LOCATED AT:
241 W. South Street
Kalamazoo, MI 49007
(269)-337-8052
