HOUSING INSPECTOR

DEFINITION
Under general supervision, inspects housing units in the housing assistance program for compliance with housing standards, regulations, and guidelines.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Inspects housing units in the housing assistance programs for compliance with housing standards, regulations and guidelines;
- Ensures safe and sanitary housing for program participants;
- Oversees and confirms program participants maintain units with set standards, regulations and guidelines; creates inspection booklets for new participants to the program; provides rent comparables for units that pass inspection;
- Receives, inputs and processes rent increases for contract program owners;
- Maintains tenant and housing inspection records;
- Responds to and resolves questions from owners and tenants related to inspection and program guidelines.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of housing standards, regulations, and guidelines, housing program practices and principles, file and record management and of customer service techniques and concepts
- Skilled in following and providing oral and written communication in English, and in establishing and maintaining effective working relationships

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, bending and driving. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and infectious diseases.

QUALIFICATIONS
High school diploma or equivalent AND two (2) years experience in property maintenance and/or code enforcement OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.