RESIDENTIAL SOUND INSULATION ELIGIBILITY INSPECTOR

DEFINITION
Under general supervision, inspects residential properties for eligibility to participate in the Residential Sound Insulation Program.

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 residential properties for eligibility to participate in the Residential Sound Insulation Program;
- Researches aerial photographs, construction permits and property records to determine construction date and age of properties;
- Creates and maintains records of eligible/ineligible properties;
- Notifies property owners of eligibility status and recommends structural modifications to meet program requirements;
- Provides customer service to residents and liaisons with architecture contract staff to determine program eligibility.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of Airport Noise Mitigation Program guidelines, policies and procedures, property codes and standards, and of customer service techniques and construction terminology and basic methods;
- Skilled in providing and following oral and written instructions in English, and establishing and maintaining productive working relationships;
- Ability to perform essential duties with little supervision, effectively communicate verbally and in writing, and to speak standard English and a second language is preferred.

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

QUALIFICATIONS
A Certificate in Building or Property Inspection or Associates Degree in Property Management or closely related field, AND three (3) years experience in building inspection OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License. Incumbents in this job classification may be required to possess or obtain additional licenses and certifications.