



## **CITY OF CALEXICO**

### **CLASS TITLE: HOUSING REHAB INSPECTOR**

**MONTHLY: \$4,224 - \$5,135**

**RANGE: G-34**

### **BASIC FUNCTION:**

Under the direction of the Housing & Redevelopment Manager, inspect residential buildings in various stages of construction for compliance with applicable laws and code requirements; assist qualified applicants with the rehabilitation and reconstruction of existing housing structures; provide consultation and technical assistance to builders, homeowners and others concerning residential buildings, construction projects, Housing programs and related laws and code requirements.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Inspect residential building construction and alteration projects before, during and after construction activities to enforce and assure compliance with established laws and code requirements; identify violations, provide warnings, issue citations and recommend corrective actions; follow up on citations to assure compliance; assure compliance with permit requirements and building, plumbing, mechanical, electrical and other applicable codes.

Assist qualified applicants with the rehabilitation and reconstruction of existing housing structures; meet with applicants to discuss forthcoming construction projects; advise builders and homeowners concerning minimum standards of construction and materials and proper permits; respond to questions and concerns concerning the City's Housing Program and related services; prepare cost estimates for construction projects as requested.

Provide consultation and technical assistance to builders, homeowners and others concerning residential buildings, construction projects and related laws and code requirements; respond to inquiries and provide detailed and technical information concerning related standards, requirements, rules, regulations, policies and procedures; interpret and explain necessary measures for compliance.

Coordinate code enforcement activities with other City departments; meet and confer with Building department personnel concerning building code provisions, construction methods and proper permits; visit job sites to confer with personnel as needed; research and obtain zoning clearances and floor plan approvals; process and arrange for contractor payments as appropriate.

Compile information and prepare a variety of detailed and technical documentation such as work write-ups, reports, letters, memoranda, agreements and other materials; prepare work descriptions regarding rehabilitation needs.

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**Ewing Consulting Services**

Photograph and perform measurements of existing housing conditions; prepare, develop and design drafts of floor plans as needed; interpret and evaluate construction plans, blue prints and other technical documents to properly identify components.

Utilize a variety of inspection devices such as measuring tapes, cameras, electrical testers and various hand tools; operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Prepare and maintain a variety of records, reports and files related to inspections, citations, meetings and assigned activities.

Communicate with City personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Attend and participate in a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, standards, practices, methods, materials, equipment and safety requirements involved in the inspection of residential building construction projects.

Laws and City code requirements related to residential buildings.

Construction practices and techniques related to housing construction and alteration.

Applicable City, State and federal law, regulations, policies and procedures

Housing construction and alteration plans and specifications.

Building permit policies and procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Research methods and report preparation techniques.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment including a computer and engineering software.

Record-keeping techniques.

**ABILITY TO:**

Inspect residential building construction and alteration projects before, during and after construction activities to enforce and assure compliance with established laws and code requirements.

Assist qualified applicants with the rehabilitation and reconstruction of existing housing structures.

Provide consultation and technical assistance to builders, homeowners and others concerning residential buildings, construction projects and related laws and code requirements.

Identify violations, provide warnings, issue citations and recommend corrective actions.

Prepare, develop and design drafts of floor plans as needed.

Interpret and evaluate construction plans, blue prints and other technical documents.  
Detect structural and other faults and make recommendations for corrections.  
Prepare and maintain a variety of records, reports and files.  
Utilize a variety of inspection devices and instruments.  
Analyze situations accurately and adopt an effective course of action.  
Operate a computer and assigned software.  
Work independently with little direction.  
Operate standard office equipment including a computer and engineering software.  
Meet schedules and time lines.  
Plan and organize work.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years construction, inspection or related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to fumes, dust and odors.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate various equipment.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to inspect sites.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders during inspections.  
Walking.

**HAZARDS:**

Exposure to dust and fumes.  
Working around and with machinery having moving parts.  
Working at heights.