



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CHIEF HOUSING INSPECTOR

BARGAINING UNIT: [CIV MANAGEMENT](#) **CODE NUMBER:** 1710

PAY RANGE CODE: [16.3 MC](#) **REVISION DATE:** 3/29/18

NATURE OF WORK:

This is supervisory work in the inspection of housing structures to determine compliance with City codes and ordinances. Work may involve participation in special inspections, particularly in difficult or unusual situations. An employee in this classification exercises considerable independence in supervising subordinates; however, work is reviewed by a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Supervises building inspectors, including interviewing and hiring, training, disciplining, planning and assigning work, and overseeing the inspection of dwellings to enforce minimum dwelling standards.

Discusses complaints or questions submitted by contractors, builders, architects, owners, and the public regarding the meaning of city codes and ordinances and their equipment.

Prepares complaints or legal actions against violators and confers with members of the Law Department regarding the interpretation of ordinances.

Reviews work reports, mileage, and driving records to ensure that planned work is completed.

Prepares reports and maintains records of work completed.

Conducts hearings concerning the status of buildings to be condemned or rehabilitated.

Presents condemnation cases to the City Council for consideration.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the codes and ordinances pertinent to minimum dwelling standards.

Knowledge of the legal procedures needed to enforce the codes and ordinances.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan, schedule, and supervise the activities of subordinate inspectors.

Ability to conduct inspections and render decisions based on applicable codes and ordinances.

Ability to prepare reports and to maintain records of work completed.

Ability to communicate information to others, especially the City Council and interested community groups.

Ability to understand oral and written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to sit from 51 to 75% of the time; to bend, stoop, kneel, stand, and walk from 26 to 50% of the time; and to push, pull, and lift up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

1. Seven (7) years of combined experience in any of the following areas: building, plumbing, electrical, mechanical, or housing code enforcement or construction work

OR

2. Bachelor's degree

AND

Three (3) years of combined experience in any of the following areas: building, plumbing, electrical, mechanical, or housing code enforcement or construction work

OR

3. Associate's degree

AND

Five (5) years of combined experience in any of the following areas: building, plumbing, electrical, mechanical, or housing code enforcement or construction work.

SPECIAL REQUIREMENTS:

Must obtain International Code Council (ICC) certification as a Property Maintenance Inspector OR a Code Specialist within probationary period.

Must be able to transport oneself or coordinate transportation to inspection sites during the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting, at times outdoors in all weather conditions, amid odors, dust, and other hazardous conditions.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone

Camera

Copier

Previous Revision Date(s): 4/29/93
9/30/99
10/29/15