



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: HOUSING INSPECTOR

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5940

PAY RANGE CODE: [05120](#)

REVISION DATE: 9/24/15

NATURE OF WORK:

This is inspection and enforcement work in securing compliance with the laws governing minimum housing standards and the condemnation of structures not in compliance. This inspection work will also include enforcement of municipal codes and ordinances as it relates to zoning, drainage, grading, dumping and fill authorizations, salvage dealers, and other related codes. Employees in this class exercise independent judgment, and work is reviewed through written or oral reports and field visits by a supervisor.

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.)*

Investigates and reports on complaints received from the public and/or government officials.

Inspects single and multiple family dwellings for compliance with plumbing, electrical, mechanical, structural, and other related ordinances.

Inspects and conducts follow-up inspections of vacant and developed lots, parking garages, and private bridges to determine compliance with ordinance requirements.

Gathers information on and takes photographs of violations and maintains files of properties inspected.

Checks records to obtain descriptions and ownership of the properties. Interviews occupants of the properties in order to determine responsible party for notice of any violations.

Meets with property owners to apprise them of needed changes to bring their properties into compliance with codes.

Inspects buildings during modification work to ensure that required changes are being made and prepares reports detailing inspection results. Also originates required communications regarding inspections.

Confers with representatives of other city departments, as well as the utilities and concerned financial institutions, to disseminate information and to coordinate actions to be taken.

Completes forms with information to support court petitions when voluntary code compliance efforts are not performed and gives subpoenas or testifies in court in such cases.

Submits work orders to demolish condemned structures.

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 building and construction materials and practices.

Knowledge of city building and zoning codes and ordinances, along with related planning and community development practices.

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.

Knowledge of and ability to use tools required for inspections (i.e., a tape measure, a thermometer, etc.)

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

Ability to detect structural faults and code violations and to appraise the quality of construction and materials used.

Ability to read and interpret plans, specifications, and blueprints quickly and accurately and to compare them with building in progress.

Ability to write and effectively communicate with City personnel and members of the public.

Ability to understand written or oral 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 stand, walk, or sit from 51 to 75% of the time; to climb, balance, bend, stoop, squat, kneel, and crouch from 26 to 50% of the time; and to reach, push, pull, lift, and type from 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.)*

Bachelor's degree in Architecture, Construction Management, Engineering, or a related field

OR

High school diploma or its equivalent and five (5) years of experience in housing construction or rehabilitation inspection.

SPECIAL REQUIREMENTS:

Must be able to transport oneself or to coordinate transportation to work sites throughout the city during the course of 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 a normal office setting or at remote work sites. At times work is performed outdoors in all weather conditions, near electrical currents, in high spaces or confined spaces, in conditions such as fumes, odors, dust, gases, and exposure to chemicals.

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
Room Heating/Water
Two-Way Radio

Calculator
Thermometer
Tape Measure

Copier
Camera
Circuit Tester

Previous Revision Date(s):

1/28/93
3/31/94
10/25/07
8/30/12