

CHIEF HOUSING INSPECTOR

NATURE OF WORK

The Chief Housing Inspector is expected to provide leadership and direction for the Housing Preservation section of Building and Safety to ensure, produce, create, and/or maintain safe and attractive housing that contributes to sustaining neighborhood livability.

This is responsible supervisory and highly skilled technical work supervising a staff of housing inspectors who work with property owners, residents, city departments, and other community stakeholders to enforce regulations and ordinances governing apartment licensing, residential zoning, minimum housing requirements, the Neglected Building Registry, and the dangerous building code for residential structures.

The Chief Housing Inspector is expected to participate in the activities of field inspectors assigned to the section, however, his or her primary concerns are to supervise and coordinate the work of subordinate inspectors. Work is performed independently, but is reviewed by the Building and Safety Manager or Director for program effectiveness and conformance with established policies through revision and review of records, reports and regulations. Supervision is exercised over technical and skilled subordinates.

EXAMPLES OF WORK PERFORMED

Proposes new policies, procedures, and/or regulations; provides leadership and direction while participating in the overall coordination of the section and department.

Plans, schedules, supervises and reviews the work of field inspectors engaged in the inspection of apartment buildings, existing residential housing, zoning complaints, and dangerous building demolition; provides technical assistance to subordinate inspectors as needed; occasionally makes special inspections; investigates and gathers evidence of violations; supervises complaint investigations; represents the City at hearings and appeals.

Convenes Housing Advisory and Appeals and Dangerous Building Appeals Boards on an as needed basis; acts as secretary for these respective boards.

Prepares daily work orders for subordinate inspectors; submits reports to administrative superior detailing the operations of the Housing Codes section; evaluates work of subordinate housing inspectors.

Confers with owners, tenants and other interested parties; explains and interprets building laws and regulations as well as municipal and housing ordinances and related laws as they pertain to site inspection related matters.

Supervises the issuance of apartment permits.

Consults with the City Law Department in relation to the adoption of laws, pending prosecution, and the revision of existing ordinances.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the methods and practices involved with housing codes, dangerous building codes and zoning ordinances, and the ability to discern defects and violations in structures and to suggest corrective solutions to these violations.

Thorough knowledge of the codes, regulations and ordinances governing housing, dangerous buildings and zoning in the City of Lincoln.

Knowledge of, or ability to learn, legal procedures as related to the enforcement of municipal codes and ordinances.

Ability to plan, organize and direct the work of a staff of subordinate inspectors engaged in enforcing housing, dangerous building and zoning ordinances.

Ability to recognize faulty construction or hazardous conditions likely to result in collapse or failure of supporting walls, foundations or structures and to appraise for quality of condition and physical deterioration.

Ability to evaluate hazardous conditions relating to the plumbing, fire, heating, electrical or structural conditions of apartment buildings and residential structures.

Ability to understand the requirements necessary to bring a structure and different systems into compliance with the codes the Housing Preservation section enforces.

Ability to establish and maintain effective working relationships with subordinates, tenants, property owners, municipal officials, personnel from other City departments and the general public.

Ability to present ideas effectively, both orally and in writing, and to speak before audiences.

Ability to explain, interpret and enforce codes, regulations and ordinances with consistency and effectiveness.

Ability to use a computer for various tasks including management of workloads, word processing and other related applications.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, urban administration, architecture or related field plus two years of experience working in a municipal housing program or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license is mandatory for initial and continued employment in this classification.

Possession of certification as a Property Maintenance and Housing Inspector through the International Code Council within six months of appointment.

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