

NEW CASTLE COUNTY GOVERNMENT

Number 0513

CLASS SPECIFICATION

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Date 08/04/15

Title: COMMUNITY DEVELOPMENT HOUSING INSPECTOR

Approved:



GENERAL STATEMENT OF DUTIES: Inspects rental units of Section 8 clients to ensure compliance with Housing Quality Standards set forth by HUD and/or the current International Property Maintenance Code; enters inspection reports into portable computer device and transmits information to the data base server; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assuring compliance with HUD Housing Quality Standards (HQS) and code violations set forth by HUD and/or the current International Property Maintenance Code, and applicable code modifications adopted by New Castle County. This employee is also responsible for conducting comparability and rent reasonableness studies and evaluations. General supervision is received from a designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Refers to the current International Property Maintenance Code and HUD HQS Manual for acceptable housing standards;
- Annually inspects housing units to ensure "decent, safe and sanitary living conditions" as set forth by HUD HQS regulations;
- Cites violations and inspects to see that those violations are brought into code compliance within a given timeframe;
- Investigates complaints and violations alleging code infractions and/or safety issues relating to the occupancy or use of a structure;
- Maintains records and completes reports as required;
- Performs related duties as assigned by the Section 8 administrator and provides staff coverage as required;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of construction principles, techniques, and practices; some knowledge of codes and ordinances related to construction; ability to perform inspections to assure conformance with appropriate codes; ability

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to communicate courteously and effectively, both verbally and in writing; ability to maintain effective and courteous relations with landlords and clients; ability to maintain accurate records; excellent ethical standards and integrity; ability to work safely.

MINIMUM QUALIFICATIONS: At least three (3) years experience in property maintenance or construction work, and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must successfully obtain the ICC Property Maintenance and Housing Inspector certification within six (6) months of date of hire or promotion and certification in HUD's Housing Quality Standards within one (1) year of date of hire or promotion. (All costs associated with ICC examinations, verification, and subsequent maintenance of current status in such examination area shall be borne by the employee or applicant.) Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 08/24/10

Revised: 08/04/15