

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

HOUSING INSPECTOR

Supervised by: Building Official
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Building Official, performs rental housing inspections and related record-keeping to ensure enforcement of the Township's Property Inspection Ordinance and Property Maintenance Code. Investigates related cases and assists in achieving both voluntary and involuntary compliance of code violations.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Conducts inspections as required by the Township's Property Inspection Ordinance to ensure compliance with rental facilities standards. Schedules inspection times in coordination with owners/landlords at affected properties to ensure efficient utilization of the business day.
2. Travels to sites and inspects housing units to ensure health, safety, and fire standards are met in compliance with all applicable rules, ordinances, and codes. Seeks voluntary compliance if irregularities are found and issues instructions for correction.
3. Explains, interprets, and provides guidance regarding all applicable codes and ordinances to property owners, landlords, tenants, and the public. Provides assistance, responds to requests, and resolves complaints.
4. Investigates cases of substandard housing. Follows prescribed procedures to achieve abatement of unsafe conditions, including ongoing inspection and collection of information necessary for court action and condemnation.
5. Completes requisite paperwork and maintains records of inspections conducted. Also maintains records of the results of inspections, temporary and final certificates of compliance, notices of violations issued, and payments of required fees.
6. Assists in preparing cases for court proceedings. Prepares documentation for the Township attorney and testifies concerning specifics of particular cases.
7. Assists with other duties of the department as needed.
8. Keeps abreast of professional developments, new administrative techniques, legal issues and other current events through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

9. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma, or equivalent supplemented by vocational training in building construction techniques.
- Three or more years experience in the building trades. Prior experience as a rental housing inspector is highly desirable.
- Ability to complete inspection training such as that offered by the Michigan Association of Housing Inspections.
- A Michigan Vehicle Operator's License.
- Thorough knowledge and understanding of state and local housing codes and related laws.
- Thorough knowledge of the principles, practices and procedures of site inspection, and code enforcement.
- Skill in interpreting, applying and enforcing related codes and ordinances.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with landlords, property owners, tenants, the public, other professional contacts, and municipal officials.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and view physical facilities and written documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights.

While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is exposed to violations of

public health and moving mechanical parts and/or machinery. The noise level in the work environment is usually quiet in the office, and may become moderate in field situations.