

City of Allentown  
Position Description

Class Title:	<b>HOUSING INSPECTOR</b>
Grade Number:	14M
Department:	Building Standards & Safety
Union:	SEIU

**GENERAL PURPOSE**

Performs a variety of inspections, administrative, code enforcement duties throughout the City through various programs (systematic, rental and owner-occupied inspections, complaints, requests, Pre-Sales Inspections) to ensure compliance with the Property Rehabilitation and Maintenance Code.

**SUPERVISION RECEIVED**

Works under the supervision of the Housing Supervisor.

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**SUPERVISION EXERCISED**

May exercise supervision over no one.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs inspections and re-inspections of residential properties in the City of Allentown identifying violations of the Property Rehabilitation and Maintenance Code.
- Responsible for learning and administering the application and enforcement of the appropriate codes and regulations in compliance with the law and program procedures.
- Prepares inspection reports, violation notices, citations, search warrants and related documents as required to carry out code enforcement responsibilities
- Tags units "Unfit or Unlawful for Human Habitation" as approved by supervision
- Prosecutes property owner's in Magistrate's Court presenting the City's position
- Cites and abates Public Nuisances as approved by supervision
- Meets goals and timetables as required for inspections, re-inspections and compliance

- Reports progress on cases in workload to supervision at staff meetings and through the use of daily logs
- Advises property owners on steps required to bring property into compliance with applicable codes
- Certifies units and properties as being in compliance when violations are corrected.
- Performs other duties as required
- Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments

#### DESIRED MINIMUM QUALIFICATIONS (Tests and/or interviews may be required)

##### Education and Experience:

- (A) Thorough knowledge of general construction methods and practices and the appropriate codes.
- (B) Experience in direct public contact. Ability to deal and interact with the public in situations that require diplomacy and persuasion having to do with the application of City Codes and the enforcement of codes against those who violate them.
- (C) A high school diploma and three (3) years in construction.
- (D) Equivalent combination of related education and experience.

##### Necessary Knowledge, Skills and Abilities:

- (A) Knowledge equivalent to a complete accredited apprenticeship program.
- (B) Must have a valid Pennsylvania Driver's License
- (C) Ability to deal courteously and tactfully with the public and establish and maintain effective working relationships with superiors, other employees and the public. Successful customer service experience and a proven ability to deal with the public is essential

#### TOOLS AND EQUIPMENT USED

Requires daily use of personal computer, mainframe computer, City vehicle, digital camera, cell phone, GFI testers, thermometers, electric screw gun.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised:  
9/16/08  
12/17/09  
3/3/17