



JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

CLOSING DATE: 4/22/18

DEPARTMENT:	Health & Human Services Department
POSITION TITLE:	Property Maintenance Inspector I
PAY GRADE/RANGE:	A29: \$30.480- \$39.182
FLSA STATUS:	AFSCME / Non-Exempt

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

NATURE OF WORK:

This position involves comprehension and application of Evanston housing codes in a fast paced customer service oriented environment. The inspector must have the ability to enforce adopted International Property Maintenance Code, IPMC and other adopted municipal codes with an appropriate and respectful demeanor. Excellent time management skills are essential for success at this position. Inspectors conduct physical inspections of structures, premises and residential buildings, issuing citations for violations, initiating court complaints and providing sworn court testimony regarding violations of any building system or component including but not limited to structural, electrical, plumbing and mechanical. This position conducts physical inspections and re-inspections of existing property located within the City. Work involves traveling from City offices by vehicle to locations of any type or condition located within the City for the purpose of inspecting buildings, structures or premises, and to assess the condition of such locations in relation to the code or codes enforced by the City of Evanston. Inspections are performed in locations that include the exterior of any site, as well as the interior of any site that may be below grade, or rooms, halls, stairs, roofs or any other structure or building component that may be located at any level or height of a structure or building. Code violations are noted in a medium prescribed by the Division. In addition to the field work, work in support of inspections is performed in City offices. Legal action is initiated by this position with the need for court or hearing testimony presented under oath. Safety equipment such as protective shoes, are worn as well as other safety equipment as needed, and inspection equipment such as recorders, computers, tape measures, circuit testers, smoke detector testers, as well as other equipment is carried by the inspector on inspections. This position requires a compensated on-call availability during the heating season to respond to emergency calls

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Obtains permission from owners and tenants to enter dwellings.
- Visually examines all areas to determine compliance with ordinance standards for heating, lighting, ventilating, and plumbing installations.
- Measures dwelling units and rooms to determine compliance with ordinance space requirements, using tape measure.
- Inspects premises for overall cleanliness, adequate disposal of garbage, rubbish and signs of vermin infestation.
- Prepares notice of violation letters advising property owners and tenants of possible violations and time allowed for correcting deficiencies.
- Reviews case and notice of violation reports and revisits dwellings at periodic intervals adhering to Department policy requirements to verify correction of violations by property owners and tenants.
- Explains requirements of housing standards ordinance to property owners, building contractors, and other interested parties.
- Ability and willingness to take legal action on Property Standards cases when warranted by writing citations and giving testimony in court. Presents legal complaints for prosecution and testifies against landlords, property owners in Housing Court.
- Works closely with community/neighborhood groups and organizations on a variety of housing maintenance issues to include violations, problems and resolutions.
- Performs other related duties and assignments as needed or required.

MINIMUM REQUIREMENTS OF WORK:

Must possess a Bachelor's Degree in Housing and Community Studies, Building Code Enforcement, Engineering, Construction Management, Public Health and Safety or substantially similar area and must possess one (1) or more years of work experience in property standard code enforcement, housing, engineering, building and construction, public health and or public and property safety.

Must possess a valid driver's license and a safe driving record.

Must be willing and able to obtain an International Code Council (ICC) Certification for Property Maintenance, as offered by ICC, within one (1) year of employment and maintain it as a condition of employment.

Knowledge, skills, and abilities in the following areas:

- Considerable knowledge of building construction, existing buildings, building codes, housing codes, general construction principles and practices.
- Excellent communication and skills including the ability to read, understand and interpret code books, ordinances, maps, construction drawings, construction texts, policies, procedures, journals, newspapers, letters, reports, and legal documents.
- Excellent communication and skills including the ability to write reports and memos with proper format, punctuation, spelling, and grammar, using all parts of speech.
- Ability to speak before audience with poise, voice control, and confidence, using correct English and well-modulated voice.
- Ability to multi-task many variable duties and responsibilities in a fast paced environment.
- Ability to use Microsoft products such as Word and Outlook (for email). A basic understanding of Microsoft Access is a plus. The ability to use computer resources such as the internet and GIS for conducting job related research. Ability and willingness to learn and utilize new proprietary software for inspection purposes and the knowledge of how to use and properly care for lap top computers is a must.
- Ability to follow established timelines and use good judgment when working on a Property Standards inspection case file.

PHYSICAL REQUIREMENTS OF WORK:

- Ability to lift medium weight objects, open and close building windows and doors, apply pressure to building components as part of inspection.
- Ability to use and operate inspection tools and equipment.
- Ability to work indoors with possible exposure to human, animal and rodent fecal matter; rodents and pests; inadequate ventilation, lack of light, filth and other unsanitary conditions.
- Ability to work outdoors in a variety of weather conditions.
- Ability to perform moderate manual work daily including sitting, standing, walking, bending, stooping and climbing.
- Ability to focus on small and distant objects, recognize depth of objects, stand for long periods of time, work outdoors at night with reduced lighting, talk and hear.
- Ability to use machines, tools, equipment, and work aids of those commonly associated with this type of work including but not limited to automobile, flashlight, room thermometer, cellular telephone, code books, tape recorder, personal computer, software, measuring devices, hammer, screw driver, shovel, awl, camera, electrical devices, protection devices.

SUPERVISION:

Work is performed under the general direction of the Senior Property Maintenance Inspector. The employee uses judgment in determining code violations and the immediacy of the needed repairs. Instruction, verbal and written, is provided. Employee is responsible for completing work according to City work rules and safety regulations. Work is checked and evaluated. Guidance is provided via the strategic plan, City Code, City policies and procedures, applicable state and federal laws and regulations, ensuring that housing code initiatives are met. Work is evaluated on an ongoing basis with respect to progress toward achieving goals, leadership, communication skills, customer service, ability to work productively and effectively with employees at all levels in the organization and the general public.

PUBLIC CONTACT:

The employee has daily contact with other City employees, property owners, agents, tenants, and contractors. Employee will work with other departments in the course of inspections which may include Police, Fire and Health as well as other Departments or Divisions.

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact the Human Resources Department at 847-448-8204 (voice) or 847-448-8052 (TTY).