

CITY OF ISHPEMING

JOB DESCRIPTION

RENTAL INSPECTOR

GENERAL STATEMENT OF DUTIES

Performs a variety of routine and complex work in the interpretation and enforcement of Ordinance 7-500, an ordinance to require the inspection of residential rental dwelling units within the City of Ishpeming.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Planning and Zoning Director.

TYPICAL EXAMPLES OF WORK

The Rental Inspector may be required to perform any or all of the following duties. These examples do not include all of the tasks which the employee may be expected to perform:

- Prepares an inspection schedule of rental properties and sends out notices to the owner/agent and tenant informing them of the pending inspection.
- Conducts field inspections of rental properties: gathers evidence when appropriate; questions owner/agents, tenants; compares facts to code requirements; digitally photographs the violations and writes an incident report; makes findings; issues warnings, correction notices, or citations.
- Provides information to people who request information or assistance in rental inspection related matters.
- Maintains a variety of logs and records related to the inspection and enforcement activities including a daily activity log.
- May assist in the review of cases being prepared for trial or informal hearings with the emphasis on the evidential and legal issues crucial to successful prosecution of cases. Prepares detailed reports of activities and investigations made; consults with the city attorney and prepares case reports for court action; testifies in court.
- Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as may be required.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

- Graduation from High School or GED equivalent;
- Any equivalent combination of education and experience in related fields;
- A valid Michigan Drivers License or can obtain one prior to employment;
- Must possess some knowledge of building codes or experience in building/construction.
- Be able to exercise exceptional people skills in working with the owner/agent to resolve the violations and make the required corrections;
- Have average to above average computer skills;
- Must have the ability to prepare, organize and maintain inspection field reports and systems; Ability to analyze complex situations, problems and data, and use good sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly and testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, blueprints, photographs or other evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors, general public and other applicable agencies; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult and angry people.

PHYSICAL REQUIREMENTS/DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in inspection and other matters. Hand-eye coordination is necessary to operate computers.

While performing duties of this job, the employee is occasionally required to stand, walk, talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

Computer using word-processing or database software, motor vehicle, phone, mobile or portable radios, copy and fax machine, and/or any other equipment deemed necessary to carry on the duties of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee may occasionally work in high, precarious places and is regularly exposed to cold, wet and/or hot, humid conditions. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background investigation; job related tests may be required. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This 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.

WAGE/SALARY/BENEFITS

Rate of pay will be \$23.20an hour. Position is initially scheduled for 30 hours per week but can be increased or decreased by the employer based on workload. This position comes with some fringe benefits.