

THE CITY OF PORT HURON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY:

RENTAL CERTIFICATION INSPECTOR

GENERAL STATEMENT OF DUTIES: To perform housing inspection work including the assessment of non-owner occupied units as outlined in the "Non-Owner Occupied Ordinance"; to prepare correspondence, records and reports; to coordinate rental and housing inspections with other City Inspectors. To perform other duties as assigned by the Planning/Community Development Director or their designee.

SUPERVISION RECEIVED: Work is performed under the general supervision of the Chief Inspector, Planning/Community Development Director or their designee.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Perform inspections of non-owner occupied units within the City of Port Huron.
- Coordinate corrections of inspection violations.
- Prepare and maintain records and reports of inspections, complaints, and investigations.
- Prepare and follow up on Notices of Violations.
- Testify in Administrative Hearings, when necessary.
- Perform other housing inspections as directed.
- Operate in conformance within the City of Port Huron Code Of Ordinances.
- Perform other related work as required.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited high school. Associates Degree or higher preferred.
- Considerable knowledge or training in building, plumbing, electrical and mechanical trades in order to perform housing inspections and recognize deficiencies. Builder's license strongly preferred.
- Ability to understand International Property Maintenance Code and apply it to each residential inspection.
- Ability to prepare and maintain correspondence, records and reports.
- Ability to work effectively with the public and other employees.

Working Hours: Monday – Friday; 8:00 a.m. to 4:30 p.m.

Salary Range: \$48,000 - \$53,000

Physical Demands:

- Must be able to work indoors and outdoors in all types of weather.
- Must be able to sit, stand or walk for prolonged periods of time.
- Ability to climb stairs.
- Good observation skills in order to identify code violations.

Benefit Package, including:

- Paid vacation leave, sick leave, personal days and holidays
- Healthcare, dental, life and optical insurance
- Disability income plan
- Qualified retirement plan
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: Thursday, December 16, 2021

Application Deadline: Friday, January 14, 2022

To Apply:

- Job applications can be obtained from the Human Resources Department or downloaded from www.porthuron.org.
- A resume must accompany the completed job application.
- If mailed, it must be postmarked by the deadline date listed above.
- Original job applications will be accepted in-person or by mail at:

**City of Port Huron
Human Resources
100 McMorran Blvd.
Port Huron, MI 48060**

**** EQUAL OPPORTUNITY EMPLOYER ****