

EMPLOYMENT OPPORTUNITY

The City of Roseville is currently seeking qualified applicants for the following position:

PART-TIME RENTAL HOUSING INSPECTOR

JOB DUTIES: Conducts inspections to ensure compliance and enforcement of Codes and Ordinances. Issues violation notices and proceeds with court action procedures when necessary. Administers Rental Housing Ordinance.

HOURS: 35 per week

JOB REQUIREMENTS: Must be able to obtain registration as a provisional Building Inspector with the State of Michigan. Training in skilled trades and building construction required. Minimum four years experience in a position of responsibility in general building construction, and basic knowledge of electrical, plumbing and mechanical systems is required.

SALARY: \$25.00 per hour
NO BENEFITS

FORWARD COMPLETED CITY OF ROSEVILLE APPLICATION (available on website)

TO: City of Roseville
Manager's Office
Attn: Human Resources
29777 Gratiot
Roseville, MI 48066

DEADLINE: Until Position is Filled
Applications accepted by mail, in person,
via email (vgreen@roseville-mi.gov) or in drop box located
outside of City Hall

The City of Roseville is seeking qualified applicants without regard to race. As an equal opportunity employer, the City does not discriminate on the basis of handicapped status.

www.roseville-mi.gov

CITY OF ROSEVILLE

JOB DESCRIPTION

JOB TITLE: Rental Housing Inspector

AFFILIATION: None

REPORTS TO: Director of Building and Inspection

SUMMARY

Responsible for conducting inspections to ensure compliance and enforcement of International Code Council Property Maintenance Code, zoning ordinances, and other ordinances passed by City Council. Writes ordinance violation notices when necessary, and proceeds with court action procedures if violations are not corrected. Administers City's Rental Housing Ordinance, including processing registration applications and payments.

PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)*

- Assists and advises building owners, tenants and others in making out applications and registering rental properties. Issues, logs and files permits.*
- Reviews existing houses for compliance to zoning ordinances.*
- Interprets and enforces building codes and ordinances.*
- Interprets and enforces zoning ordinances.*
- Inspects rental properties to assure compliance with City's Rental Housing Ordinance.*
- Confers with other inspectors and enforcement officers regarding proper application and interpretation of various building codes.*
- Investigates concerns for compliance with codes and ordinances.*
- Issues violations for noncompliance with city codes and ordinances.*
- Issues court appearance tickets for violations which are not corrected.*
- Maintains records of inspections, violations and court files.*

- Assists with counter work, such as issuing permits, answering phones and preparing reports.

The preceding statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

QUALIFICATIONS

Education: The job requires knowledge normally acquired through a high school education and from additional specialized training, such as that acquired through completion of vocational, trade or community college course work. Primary areas of study must include the skilled trades and building construction.

Must be able to obtain registration as a provisional Building Inspector with the State of Michigan.

Experience: A minimum of four years experience in the general building construction as a contractor, skilled workers, a person responsibly in charge of construction, or a combination thereof. A basic knowledge of electrical, plumbing and mechanical systems is required.

Other Knowledge, Skills and Abilities:

Knowledge of materials, tools, methods and techniques used in building construction and the skilled trades is necessary to insure compliance with City ordinances and for quality of workmanship.

Knowledge of safety precautions and hazards arising in building construction and remodeling work.

Reasonable knowledge of City zoning ordinances is desirable.

Knowledge of District Court operations and Court proceedings are desirable.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Ability to obtain registration as a provisional building inspector from the State of Michigan.

SPECIAL CONSIDERATIONS

Incumbents are exposed to moderately disagreeable working conditions during inspections, e.g., fumes, dirt, dust, heat, post-fire soot.

The job periodically requires significant physical exertion in connection with bending, reaching, climbing and lifting, e.g., attics and enclosed spaces, ladders, trenches, crawling under houses.

Incumbents are exposed to potential injury or contamination in the job due to the condition of various inspection or construction sites, e.g., gases, chemicals, electric currents, holes and open trenches, moving equipment.