



## **PROPERTY MAINTENANCE/COMMUNITY DEVELOPMENT INSPECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To inspect residential and commercial occupancies to ensure compliance with the property maintenance code and other Village codes and ordinances; to coordinate the implementation of the Village's housing programs; to serve as a liaison between property owners and contractors; to ensure compliance with all applicable regulations; and to perform a variety of clerical and administrative duties in support of the Village's property maintenance program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Neighborhood Services Supervisor.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### **Essential duties and responsibilities**

1. Perform property maintenance inspections of single- and multi-family residential and commercial buildings, as assigned.
2. Perform inspections of community housing conditions including property maintenance code violations, residential code violations, abandoned house conditions, unpermitted construction work, changes of use, and other related problems.
3. Issue notices of violations and citations; prepare documentation and evidence for adjudication and court hearings.
4. Participate and assist in adjudication and court hearings; inspect community conditions including property maintenance and building maintenance.
5. Ensure compliance with applicable codes, ordinances, and regulations.
6. Research property ownership, land characteristics and occupancy status utilizing internal and external data systems, internet resources and County records, when needed.
7. Manage a case load including maintaining electronic database files and creating reports regarding inspection activities and findings.
8. Coordinate property maintenance efforts with other associated Village departments and provide accurate referrals to relevant assistance programs.
9. Perform field inspections of housing units requesting housing program funding.



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10. Determine client eligibility for assisted housing program, including inspecting property and housing units, and verifying income and family composition.
11. Perform initial eligibility inspections of proposed work; counsel property owners regarding loan procedures, contractor bidding, and elements of contracts.
12. Prepare job specifications for rehabilitation, work write-ups, and cost estimates; provide documentation and feasibility for loan packages.
13. Prepare, review, and approve construction contracts; evaluate in-house estimates and bids from contractors; facilitate final payments to contractors upon review and approval of rehabilitation progress.
14. Conduct pre-construction meetings with contractors and homeowners to review scope of work, explain procedures, and negotiate costs; analyze contractor bid estimates; prepare construction contracts for signature.
15. Conduct progress inspections under the housing program guidelines to ensure compliance with Village codes and ordinances; verify contract work; settle complaints between contractors and homeowners; process work order changes as necessary; process and disburse payments to contractors.
16. Conduct final walk-through of rehabilitation housing units; issue notices of completions.
17. Maintain program records and participant files.
18. Respond to public inquiries and complaints in a courteous manner.
19. Provide information within the area of assignment.
20. Investigate and resolve complaints in an efficient and timely manner.

### **Other important responsibilities and duties**

1. Coordinate and establish bidding and negotiations of rehabilitation contracts; assist property owners in contractor selection.
2. Conduct contractor workshops to establish criteria for performance standards; work with private and non-profit contractors regarding performance contracts with the Village.
3. Perform related duties and responsibilities, as required.

**QUALIFICATIONS** *(Required at the time of hire or learned within a short period of time in order to perform the essential duties)*



## **PROPERTY MAINTENANCE/COMMUNITY DEVELOPMENT INSPECTOR**

### **Knowledge of:**

Property maintenance related codes and ordinances enforced by the Village, including the International Code Council's suite of building codes.

Applicable Village, State, and Federal codes, ordinances, and regulations related to building construction.

Basic principles and techniques of building inspection.

Basic principles of structural design and engineering mathematics.

Basic computer functions and techniques.

Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.

Procedures, objectives, and performance requirements of various Village, State, and Federal rehabilitation programs.

Community Development Block Grant requirements.

Modern and complex principles and practices of building construction, materials and methods.

Housing Quality Standards under the assisted housing and rehabilitation programs.

Accepted safety standards and methods of building construction for single and multi-family housing units.

### **Ability to:**

Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.

Perform housing inspection and enforce Village public health, safety, welfare, property maintenance, and residential codes.

Interpret and apply pertinent Federal, State, and Village codes and ordinances relating to building construction, building rehabilitation and property maintenance.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Provide advice on property maintenance issues and requirements for residential buildings.



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Enforce Village codes and ordinances.

Make mathematical computations rapidly and accurately.

Operate a variety of office equipment including a computer in a safe and effective manner.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Negotiate disputes and differences with owners, tenants, contractors and the general public.

Read and interpret building plans, blueprints, and specifications

Prepare cost estimates and job specifications.

Work overtime as operations require

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, climbing, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Communicating with others and making observations*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows for effective interaction and communication with others.

### **EXPERIENCE AND TRAINING GUIDELINES**

**Experience:** Qualified applicants must have at least two years of increasingly responsible experience managing or supervising construction, commercial rehabilitation, building inspections, and/or review of building plans with regard to building or property code compliance. Experience as an inspector with a municipality is preferred. **AND**

**Training:** One (1) year of college-level or trade school course work in housing, property, construction or building inspections, and/or review of building plans with regard to building or property code compliance. Additional specialized training in construction technology, building inspection technology or related field is desirable. **Equivalent to an Associate of Arts degree from an accredited community college with major coursework in**



Reports to: Neighborhood Services Supervisor  
Department: Development Customer Service  
Pay Band: Pay Grade 7  
SEIU Union: Non-Exempt

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construction technology, building inspection, business management, drafting or a related field is preferred. **AND**

**License or Certificate:** Possession of an appropriate, valid Illinois driver's license is required. Possession of an appropriate ICC certification as a Property Maintenance and Housing Inspector is a condition of employment and must be obtained within six months of the hire date. Failure to obtain such certification within the six-month period shall be grounds for termination. **AND**

**Lead Risk Assessment Training:** Employees are required, as a condition of employment within nine (9) months from the date of hire, to successfully complete a Lead Paint Abatement Supervisor course accredited by the Illinois Department of Public Health. **AND**

### **WORKING CONDITIONS**

Travel from site to site in residential or commercial environment; work in inclement weather conditions; work in office and inspection site environments; exposure to dust and noise; some climbing, stooping, light lifting and inspecting in confined areas; and significant walking on a daily basis.