

City of Iowa City

EXTERNAL POSITION VACANCY ANNOUNCEMENT

February 4, 2010

HOUSING INSPECTOR HOUSING AND INSPECTION SERVICES

One permanent full-time position available

Salary Range: \$38,896.00 - \$49,753.60

Hours: Monday - Friday, 8AM – 5PM

Under general supervision conducts and schedules inspections of residential property and Section 8 housing to determine compliance with the provisions of housing, building and zoning codes. Identifies and documents areas of non-compliance. Conducts and schedules inspections with tenants and landlords and communicates findings and issues to both parties as well as the general public. Prepares narrative reports of deficiencies to assist landlords and property managers in attaining compliance with housing, building and zoning codes. Consults with specialized trades inspectors on technical matters related to plumbing, electrical, mechanical, building and zoning. Receives and investigates complaints concerning residential property conditions; provides consultation and referrals for housing, nuisance and zoning complaints and landlord/tenant disputes. Provides information concerning housing, building and zoning code enforcement and procedures to the general public and conducts public education and outreach. Attends Board of Appeals hearings and initiates legal action; testifies and presents evidence on behalf of the City on matters related to housing and building code enforcement. Issues rental permits and closes out open building permits. Investigates and researches vacant and abandoned buildings. Documents activities. Performs all other related duties as assigned.

Minimum Education, Experience and Certification

High school diploma or equivalent and two years progressively responsible experience in building construction trades or in rental property management or an equivalent combination of education and experience required. Computer experience required. State of Iowa lead-based paint risk-assessor certification required within one year of hire and International Code Council Building Inspector certification required within two years of hire. Valid Iowa Driver's License with satisfactory driving record required. Bachelor's degree in related field from a DOE recognized accredited body preferred.

City of Iowa City application must be received by **5PM, Thursday, February 18, 2010**, in Personnel, 410 E. Washington Street, Iowa City, Iowa 52240.

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an equal opportunity employer, encourages workforce diversity and is a supporter of the Skills Advantage Work Ready Certificate program.

City employees applying for this position must complete an internal employee transfer request form. Please request this form when applying.

For current job openings available to the public,
Call **JOBLINE** at **319-356-5021** or visit **www.icgov.org**