



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**HOUSING INSPECTOR**  
Classification Specification  
(Non Classified)

**DEFINITION**

Under general supervision, the Housing Inspector is responsible for complex, specialized inspections using modified Housing Quality Standards; and performs related work as required.

**SUPERVISION RECEIVED**

The Housing Inspector works under the direct supervision of the Director of Housing and Community Improvement, Housing Administrator or designee.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Housing Inspector. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Schedule appointments with tenants and/or landlords to inspect housing; perform property inspections; complete standardized inspection forms, including checklist and written comments; follow up, as appropriate.
2. Apply Housing Quality Standards (HQS) to the variety of housing stock served by the City's Housing Division.
3. Inspect various properties through initial, annual, complaint and follow - up cycles, in accordance with Housing Quality Standards.
4. Enter data, track, monitor and maintain inspection records in personal computer, utilizing software specific to the Housing Division.
5. Understand and apply concepts of Rent Reasonableness, such as property quality, maintenance, unique characteristics, etc., to assist the Housing staff in rent negotiation decision-making.
6. Establish and maintain effective relationships with owners and participants to ensure compliance with various program requirements.
7. Understand and follow complex oral and written directions.
8. Work closely with Housing, CDBG/HOME and Section 8 programs' staff to ensure effective and efficient client/landlord services.
9. Perform related duties as required and necessary.

## **QUALIFICATION GUIDE**

### **Education and Professional Training:**

Graduation from high school or G.E.D. equivalent is required. Course work or specialized professional training in housing inspection techniques is desirable.

### **Experience:**

Two (2) years of increasingly related experience in a housing assistance program, community development, code enforcement, building inspection, land use or related field. Experience must also include building, electrical, mechanical and plumbing code application and/or enforcement. Municipal building inspection experience is highly desirable. ICBO certification is highly desirable.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Relevant federal, state and local codes, planning and/or zoning laws and ordinances.
2. The uniform building, plumbing, mechanical, and national electrical codes.
3. The uniform housing code.
4. The swimming pool and hot tub uniform code.
5. Federal housing subsidy programs.
6. Home Quality Standards (HQS) requirements.
7. Record keeping methods and procedures.
8. Community resources.
9. Social, economic and cultural characteristics of population served.
10. Modern office practices and procedures.

### **Ability to:**

1. Maintain appropriate records and compile information for reports.
2. Perform mathematical calculations.
3. Accurately enter data into computer terminal.
4. Communicate clearly and effectively both orally and in writing.
5. Interpret, explain and apply applicable laws, rules and regulations.
6. Establish and maintain effective relationships with those contacted in the course of work.
7. Ability to work under minimal guidance and supervision.
8. Work effectively under stressful situations.
9. Plan, organize, schedule and prioritize work activities.

## **SPECIAL REQUIREMENTS**

Must possess a valid California Class C driver's license at time of appointment. A safe driving record as

defined by City policy.

### Tools and Equipment Used

Personal computer, including word processing, spreadsheet and data base; motor vehicle; phone; radio; fax and copy machine.

### Physical Demands

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

Work is performed mostly in the outdoors, and inside dwellings, which is required in the inspection of homes, and apartment dwellings. Some office setting work is also performed. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; 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; talk or hear, and smell.

The employee must occasionally lift and/or move up to 25 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.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or air borne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate in office settings, and loud in the field.

### Selection Process

Required formal application, rating of education and experience; oral interview and reference check; job related tests and/or supplemental may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective date:

Revision history: