

## **Rental Inspection Services Requirements and Specifications**

### KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to establish and maintain effective working relationships with employees, citizens, and elected officials; Handle sensitive or stressful situations with tact and diplomacy
- Ability to communicate effectively both orally and in writing; ability to make presentations
- Ability to read, interpret, and explain City codes and site plans, maps, and work plans
- Conducts on-site inspections of properties to determine conformity with applicable codes and ordinances.
- Enforces a variety of codes and ordinances by conferring with property owners, issuing warnings, violations, and correction notices, and following methods of progressive action.
- Conducts enforcement activities in a fair and consistent manner. Interviews parties to a complaint or violation, and otherwise investigates complaints in a comprehensive and unbiased manner. Seeks voluntary compliance, where possible.
- Documents the facts and procedures of code violation incidents, using standardized written reports of findings and photographs when appropriate. Prepares summary reports of activities as requested and completes other administrative requirements as necessary.
- Performs follow-up functions, including re-inspections, logging of complaints/activities, monitoring the status of citations, and notifying involved parties of status.
- Assists in preparing cases for court proceedings. Prepares documentation for the City's legal counsel and testifies concerning specifics of cases.
- Review construction plans and specify requirements for compliance with applicable codes and standards
- Objectively interpret and consistently apply code requirements and related standards in accordance with City policies.
- Effectively communicate needs and the status of work being performed to the City Manager.

## Rental Inspection Services pg.2

### PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by contractor to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The physical ability to climb/balance: climb stairs, ladders, inclines, uneven surfaces where balance is required; stoop, bend, kneel and crouch; stand and walk for extensive periods of time; reach, push, pull, lift, grasp, finger, feel, hear, see, talk and perform repetitive motions. The ability to safely operate a motor vehicle. The ability to safely maneuver in and around construction sites. The ability to traverse on rough, uneven terrain, as well as wet and slippery surfaces to access work areas. Work requires the ability to stand and walk for extended periods of time. The work may occasionally require the ability to move and lift objects weighing up to 20 pounds such as files, supplies, mail and equipment.

### Equipment Used:

Personal Computer, specified documentation and tracking systems, cell phones and field communication equipment, testing instruments, measurement devices used during inspections, field technology for inspection documentation, appropriate personal protective equipment, and motor vehicle.

### EDUCATION & EXPERIENCE:

ICC Property Maintenance and Housing Inspector Certification preferred

AACE or ICC Housing Certification Preferred

1-3 years or more experience in enforcement, compliance-related work including investigating allegations, conducting research and resolving complaints, concerns or conflicts

Valid Michigan Driver's License and good driving record

High school diploma or GED

Four (4) years documented construction experience

**The City of Scottville reserves the right to waive any recommended requirements and to reject any and all proposals.**