



POSITION TITLE: RESIDENTIAL HOUSING INSPECTOR
ORGANIZATIONAL UNIT: Planning, Public Health, & Code
REPORTS TO: Building Code Official
STATUS: Full-time, Union
HOURS: M – F, 9:00am – 4:30pm
POSTING PERIOD: November 30, 2021 – December 13, 2021
PAY RANGE: \$21.00 - \$25.61
BENEFITS: Medical, Vision, Dental, & Life

SUMMARY: This position is will inspect single and multi-family dwellings to ensure compliance with applicable City ordinances, codes and regulations. An important part of this work is explaining legal requirements to owners and occupants and assisting them in understanding and voluntarily complying with the law.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

1. Inspects dwelling units upon change of ownership or occupancy for compliance with city-established codes and ordinances;
2. Inspects residential structures and common use areas of multi-family dwellings in accordance with established schedules to ensure that regulated standards of cleanliness, repair and safety are maintained;
3. Responds to complaints regarding safety by investigating the complaint, explaining the violation to those responsible and attempting to bring about compliance;
4. Any certifications issued (including but not limited to Certificate of Occupancy and/or Use and Occupancy etc.) must be approved, signed and stamped by the Building Code Official to ensure current and proper UCC PA Code compliance.
5. Issue citations for failure to comply with code requirements;
6. Recommends legal action to the Building Code Official when necessary to bring about compliance;
7. Attends and presents cases before the magistrate's court for ordinance violations;
8. Prepares and maintains written reports and records of completed inspections;
9. Answers questions from residents, tenants, and landlords about compliance with codes;
10. Performs related work as required or requested by the Building Code Official;
11. All other duties as assigned.

MINIMUM REQUIREMENTS:

1. Must be a Chester City resident;
2. High school diploma, GED or equivalent;
3. Possession of a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania;
4. Knowledge of the principles and practices used in the establishment and enforcement of city ordinances relating to building and housing;
5. Knowledge of generally used professional building codes and standards;
6. Ability to read ordinances and recognize code violations, explain them and recommend corrective action;
7. Ability to maintain accurate records and to prepare meaningful, concise and accurate reports and correspondence, and organize and prioritize daily work assignments and activities;
8. Five years' experience in the inspection of dwellings or other structures for health or safety standards or any equivalent combination of experience and training;
9. Must be certified as a Residential Building Inspector, as required by the Uniform Construction Code of Pennsylvania (UCC PA). Any inspector that does not have UCC PA certification at initial hiring will have 90 days to obtain certification, based on department need and the request of the Building Code Official;
10. Use of personal vehicle, with mileage reimbursement;
11. It is the Residential Building Inspector's responsibility to ensure that certifications issued by UUC PA are kept current.

PHYSICAL ATTRIBUTES/DEMANDS:

Work requires physical strength, agility, endurance, dexterity, and hand-eye coordination to perform all essential duties including occasionally lifting objects (0-20 lbs.). Work requires sitting, standing and walking for long periods of time and frequently kneeling, squatting, pushing, pulling, twisting and bending.

WORK ENVIRONMENT:

Work is performed primarily in an outdoor environment which exposes employee to hot, cold and inclement weather, as well as dust, pollen, fumes and noise. Work also requires some indoor work.

CONTACT THE DEPARTMENT OF HUMAN RESOURCES AT 610-447-7834 TO APPLY FOR THIS POSITION