

**HOUSING INSPECTOR**  
(NEIGHBORHOOD CONSERVATION OFFICER)

**DEFINITION OF WORK**

Under regular supervision, performs responsible technical work enforcing the City's housing code, and environmental and abandoned vehicle ordinances; does related work as required.

**EXAMPLES OF WORK**

Inspects housing for housing code violations and confers with individual property owners and contractors relevant to violations and required repairs; conducts re-inspections; conducts research to determine property ownership; conducts final housing inspection to determine compliance with the housing code and certify housing for occupancy when all requirements have been met; prepares demolition cases; investigates and inspects environmental cases and complaints from various sources pertaining to lot cleaning problems and conditions to ascertain compliance with pertinent laws and ordinances, and when instances of non-compliance are discovered, initiates prescribed enforcement procedures to obtain compliance; investigates complaints of abandoned vehicles, and arranges for removal and disposition of same; makes inspections of conditions which are alleged to constitute a menace to health or welfare by the unlawful accumulation of debris, rubbish, trash or a dense growth of trees, vines and underbrush on any lot within the City limits, and if violations are not resolved within a reasonable time period, initiates prescribed enforcement procedures to obtain compliance; investigates rodent complaints and initiates action in accordance with program policies; maintains daily contact with property owners, tenants, contractors, attorneys and other interested in resolving problems associated with condemned housing, and environmental and abandoned vehicle violations; appears as a witness and testifies in court concerning environmental cases and housing findings when subpoenaed by a landlord, tenant or attorney; maintains records of all contacts and private hearings with property owners; participates in group training sessions held to explain and interpret the minimum housing code, and environmental and abandoned vehicle ordinances, preparation of codes, enforcement steps and dissemination of new policies; prepares reports as well as surveys of specific premises of areas as requested by the division head; handles relevant correspondence.

**EMPLOYMENT STANDARDS**

Education and Experience: Any combination of education and experience equivalent to a high school diploma and considerable experience in the building trades; some experience in codes enforcement, and/or a public health sanitation program is preferred.

Knowledge, Skills, and Abilities: Thorough knowledge of building construction materials, methods and practices; thorough knowledge of the housing code; general knowledge of municipal ordinances governing health, sanitation and related codes; general knowledge of routine legal procedures as related to the enforcement of laws and ordinances; general knowledge of the geography of the City; ability to inspect structures in a thorough and efficient manner, and to enforce ordinances and regulations with firmness, tact, and impartiality; ability to prepare accurate and informative reports containing findings, conclusions and recommendations and to establish effective working relationships with fellow employees, City officials, property owners, contractors and the general public.

**SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license; ability to obtain applicable code certifications.

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