JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PROPERTY MAINTENANCE / RENTAL INSPECTOR

Department: Building Inspection
Pay Grade: 208
FLSA Status: Non-exempt

JOB SUMMARY

Responsible for performing a designated combination of inspections for both commercial and residential properties as it relates to conducting rental inspections and property maintenance inspections in accordance with the Virginia Uniform Statewide Building Code, Virginia Property Maintenance Code and the Williamsburg City Code.

ESSENTIAL JOB FUNCTIONS

- Assists with clerical work by completing routine reports and notices.
- Works with citizens, neighborhood groups, contractor groups, and other local and state agencies.
- Performs inspections as part of a property maintenance and neighborhood improvement inspection program.
- Performs field inspections of buildings and structures for compliance with the Virginia Uniform Statewide Building Code, Virginia Property Maintenance Code, and the Williamsburg City Code.
- Performs Erosion and Sediment Control Inspections.
- Performs Stormwater management inspections.
- Assist with zoning inspections.
- Coordinates investigations with other City departments including Fire, Police, Public Works, etc.
- Works with property owners to resolve complaints and code violations.
- Writes letters of code compliance or noncompliance, warrants, and notices of violations when compliance is not achieved.
- Maintains electronic and hard copy files of all complaints and investigation cases.
- Prepares documents, evidence and testifies in court.
- Works directly with other departments, government agencies, community and service entities, and the public daily.
- Promotes an image of professional, ethical, and courteous service as a representative of the City of Williamsburg.
- Investigate complaints of sub-standard and hazardous conditions in existing buildings and properties.
- Initiates notices of violations on properties found not to be in compliance.
• Performs rental unit inspections.
• Negotiates and resolves conflicts in the field and on the phone.
• Performs damage assessment inspections.
• Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:
• High School diploma or equivalent, supplemented by trade, apprentice, or vocational school programs in one or more building construction disciplines
• Three (3) years of experience as a property maintenance inspector, building inspector or in one or more areas in the construction field; or equivalent combination of education and experience.

Special Qualifications:
• Virginia Department of Housing and Community Development certification as a Property Maintenance Inspector is required within eighteen (18) months of employment
• Certification with DEQ as a Stormwater Inspector and Erosion and Sediment Control Inspector.

Knowledge, Skills and Abilities:
• Knowledge of all aspects of residential and commercial building construction including plumbing, electrical, mechanical, and gas fitting trades.
• Knowledge of construction terminology, practices and code requirements for the specific trade area(s) of hire and general knowledge of construction practices.
• Skill in negotiation and conflict resolution.
• Skill in providing customer service.
• Skill in the use of computers for the use of composing letters and reports.
• Ability to respond to emergency conditions on a limited basis, and attend meetings/training.
• Ability to communicate effectively verbally and through written reports.
• Ability to make independent judgments regarding routine code matters.
• Ability to read and interpret maps, building plans site plans, and blue prints.
• Ability to assist in solving problems and resolving customer concerns.

PHYSICAL DEMANDS
The work is light and may require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. It also requires walking, bending, crawling, stooping, balancing, crouching, climbing, grasping, hearing, kneeling, reaching, speaking, standing, talking, mental and visual acuity including the ability to distinguish colors and textures.

WORK ENVIRONMENT
Work is performed in a field environment requiring physical agility and may be exposed to inclement weather and work over rough terrain. This position requires the employee to work in a dynamic environment that requires the employee to be sensitive to change and responsive to changing goals, priorities, and other needs.