



Accepting applications for:

Housing Inspector Assistant

Neighborhood Services Division
Neighborhood & Development Services Department

Application deadline: Monday, February 20, 2023

Visit www.icgov.org/jobs to apply online

One permanent part time position available, 31.25 hours per week

Wage: \$24.82 to \$31.85 per hour

Office hours: Monday – Friday, 8:00am – 5:00pm

Job summary:

Under general supervision, inspects residential property for compliance with nuisance, zoning and housing codes. Performs inspections with or without property owners and managers to determine code compliance. Documents violations noted while conducting inspections. Prepares narrative reports of nuisance, zoning and housing code deficiencies. Advises and consults with property owners and managers for compliance with nuisance, zoning and housing code. Issues municipal infraction citations when necessary to gain compliance. Performs data entry and general clerical support duties for housing and inspection services.

Minimum qualifications:

High school education or equivalent and two years related experience in building construction trades or in rental property management required or an equivalent combination of education and experience. Computer experience required. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred qualifications:

Bachelor's degree from an educational institution accredited by a DOE recognized accreditation body preferred. The ability to communicate in Spanish, French, Swahili and/or Arabic preferred.

More information:

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at www.icgov.org/jobs under Job Descriptions.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: January 30, 2023

