



City of Grimes (IA)

Housing and Property Inspector

SALARY	\$29.48 - \$31.42 Hourly	LOCATION	Grimes Community Center, IA
JOB TYPE	Full-Time	JOB NUMBER	202400005
DEPARTMENT	Development Services	OPENING DATE	07/19/2024
CLOSING DATE	8/18/2024 11:59 PM Central		

Job Summary

Under general direction of the Building Official, oversees the property maintenance and housing programs for the City. Also, works closely with all City Departments to review and investigate potential violations of the City Ordinance, policies and regulations, and conducts appropriate abatement and/or enforcement actions.

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Essential Duties

- Administers the property maintenance code and rental housing code.
- Conducts and oversees the housing inspection process for all rental properties; issues corrective notices, violations and unsafe to occupy orders.
- Reviews and inspects buildings and sites for conformance with applicable codes and resolves interpretation issues for properties owners, residents and contractors. Evaluates modifications to adopted codes when necessary.
- Assists with the review, updating and development of property maintenance, building and zoning codes.
- Provides information and counseling to owners, residents, builders, architects, engineers, attorneys, contractors and developers regarding building and zoning code requirements, construction procedures and offers assistance in making application for permits.
- Performs investigations of ordinance violations relating to development, nuisance abatement, property maintenance, vehicle storage and building code violations; seeks voluntary compliance where possible, advising on corrections, and issues violation notices and citations where necessary; institutes necessary action to prosecute building code violators and represents the City in legal matters regarding building regulations
- Assists, as necessary, the Public Works Department with the review of SWPPP's for construction projects and inspections of construction sites. Issues corrective notices and violations as needed and works to achieve compliance.
- Performs other duties and responsibilities as may be assigned.

Qualifications

Education/Experience

High school graduate and 2-3 years' experience in building trades or municipal infrastructure construction. Knowledge of local, state and national codes in zoning, electrical, plumbing, mechanical, building and housing. Knowledge of building construction and materials, methods and practices in the trades. Must be able to read and interpret building construction plans, site plans, and topographic maps to determine conformity to applicable codes and acceptable construction practices.

Licenses/Certifications

- Valid Iowa drivers' license.
- Certification by the International Code Council (ICC) as a Property Maintenance Inspector and Residential Building Inspector is required within 1 year of employment date.
- Certification by the International Code Council (ICC) as a Residential Electrical Inspector is required within 2 years of employment date.

Knowledge and Skills

- Knowledge of legal procedures as it relates to the enforcement of regulatory codes.
- Ability to communicate effectively. Ability to operate personal computer or related equipment and able to maintain clear and concise records and reports.

Working Conditions and Physical Requirements

- Medium work exerting up to 50lbs of force frequently and/or a negligible amount of force constantly to move objects.
- Stand or sit; walk; use hands/fingers; climb; stoop, kneel, crouch; talk/hear; see; push or pull; reach; and repetitive motion.
- Must be able to traverse uneven terrain.
- Periodic exposure to dust, extreme temperatures, wet/humid conditions, noise, vibration, mechanical hazards, electrical hazards, burn hazards.
- May also experience confined/poorly lit spaces.

Agency

City of Grimes (IA)

Address

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Phone

5159863036

Website

www.grimesiowa.gov