



City of Ames Housing Inspector

SALARY	\$31.81 - \$42.11 Hourly \$66,164.80 - \$87,588.80 Annually	LOCATION	50010, IA
JOB TYPE	Full-Time	JOB NUMBER	24-1225-01
DEPARTMENT	Fire	DIVISION	Inspections
OPENING DATE	07/22/2024	CLOSING DATE	8/12/2024 12:00 PM Central
FLSA	Non-Exempt	BARGAINING UNIT	IUOE-BC
RESIDENCY REQUIREMENT?	Yes	RESIDENCY REQUIREMENT AREAS	https://cityofamesgis.maps.arcgis.com/apps/webappviewer/index.html?id=4d1ebb2bc3144fb0bf1591ad7a1e34e1

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under supervision, performs work of moderate difficulty and complexity in inspecting existing rental housing structures for compliance with the Rental Housing Code and in investigating complaints of non-compliant properties and initiating appropriate enforcement action; performs related work as required.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Compensation

Step A (Start) \$31.81 hourly

Step B (18 mos) \$35.97 hourly

Step C (48 mos) \$42.11 hourly

Benefits

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit:

[PSLF Program](#)

Examples of Essential Job Functions

Examples of Essential Job Functions: Investigates complaints and makes systematic and routine inspections of rental dwellings to determine compliance with the Ames Rental Code and other applicable codes and regulations; inspects and reinspects structures for condition, cleanliness, safety devices, infestation, occupancy, window area, fire hazards, junk and number of off-street parking spaces required; inspects and investigates complaints as they pertain to rental properties. Consults with owners, managers, and others on violations observed and recommends remedial action; consults with other agencies as necessary for the enforcement of applicable codes and regulations as they may affect housing; issues verbal and written orders for correction of violations; coordinates repairs and alterations with building, electrical and plumbing/mechanical inspectors to assure required permits and inspections have been obtained; gathers evidence of violations; prepares information sheets for the City Attorney as appropriate; serves as witness in court cases; prepares recommendations for all violations that are appealed and makes presentations at the appeal board hearings. Issues letters of compliance, schedules inspections, maintains inspection records and prepares reports. Checks to locate and determine rental units that are not registered or are illegal conversions.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: Two years of college and two years of experience in housing inspection, enforcement, property management/maintenance, or a related field; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

Additional Requirements for Employment: Employment in this position prohibits the ownership of rental properties within the city limits of Ames. Should a person own rental property at the time of employment, the employee shall sell or cease rental of their property within twelve months of the first day of employment.

Licenses and Certificates: Valid Iowa driver's license.

Knowledge, Skills, and Abilities: Fundamental knowledge of building construction and systems or the ability to learn such systems. Good knowledge of codes and regulations pertaining to responsibilities. Working knowledge of computers. Extensive experience providing customer service to a variety of customer types.

Ability to perform inspection work involving elimination of non-compliant conditions in existing housing. Ability to facilitate reasonable corrective action for deficient items. Ability to read, interpret, and firmly enforce the Ames Rental Code and other codes related to the health and safety of rental property occupants. Ability to establish effective and collaborative working relationships and use good judgment, initiative and resourcefulness when working with property owners, the public, tenants, and co-workers. Mental ability to handle daily work with frequent interruptions due to people and/or phone calls. Ability to work independently and manage caseload with minimal supervision. Ability to work with public with a variety of socio-economic and ethnic backgrounds as well as those that may become irate or aggressive. Ability to perform the physically demanding aspects of the job in a variety of weather and situational conditions. Ability to perform administrative functions (answering phone calls, responding to emails, maintaining a file system, data entry, etc.) and to effectively communicate orally and in writing. Ability to write concise narrative reports and give testimony at appeals, hearings and court actions. Ability to learn concepts related to building, electrical, fire, and plumbing/mechanical inspections.

Supplemental Information

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, repetitive motions, and manual dexterity.

Physical Characteristics of Work: Light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires frequent walking and standing, sometimes for several hours at a time.

Vision Requirements: The minimum for those whose work deals largely with visual inspection, use of a computer terminal, reading, and the use of measurement devices (i.e. tape measure).

Environmental Conditions: The worker is subject to both inside and outside working conditions in all weather types, noise, hazards, atmospheric conditions that may affect the respiratory system, unfavorable odors, varying levels of cleanliness, and a variety of animals.

Veteran's Preference Points

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

Selection Process:

The selection process consists of an evaluation of education and experience; phone interview; on-site interview, which will include a manager meeting; and completion of reference checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Depending on the number of qualified candidates, the City may forego phone interviews.

The required residence area is the area bordered by the Boone and Story County lines on the north and south, State

Highway 65 on the east; and on the west, County Road R27 north of Boone, and the Des Moines River south of Highway 30 to the Boone County line. Communities intersected by the borderlines, and Zearing, shall be considered within the area. The permitted residency area is that area inside the borderlines. The area adjacent to but outside the borderlines is not included. After completing his/her probationary period, a new employee shall, within three (3) months, reside within the residency area. The department head may allow an employee up to an additional three (3) months if the employee provides documentation of financial commitment to move within the residence area.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Agency

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Housing Inspector Supplemental Questionnaire

***QUESTION 1**

Please describe how your education and experience provide the required knowledge, skills and abilities to be a successful Housing Inspector.

QUESTION 2

Please describe your experience providing exceptional customer service. Provide an example of a time when you provided excellent customer service and what made it excellent.

* Required Question