

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 279**

**COMMUNITY DEVELOPMENT/ HOUSING INSPECTOR**

**GENERAL**

Responsible technical work involved with the rehabilitation of privately owned homes or new construction of qualified public buildings and other development activity in the CDBG/HOME/SHIP and NW CRA target area. Work is performed under general supervision of the Community Development Coordinator.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Inspects structures within the community development target area and NW CRA district for minimum Housing Code violations involving electrical, plumbing, mechanical or structural deficiencies. Interviews potential clients for program eligibility and directs them for assistance.

Prepares bid packages with drawings and contracts after loan applications are approved as eligible. Prepares specifications for licensed contractors.

Inspects work in progress during alterations and repairs for compliance with plans, specifications and applicable housing codes.

Monitors progress of new construction activities in the Community Development target/NW CRA area

Serves as liaison between homeowners and contractors.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of approved standards involved in the construction, alteration and repair of houses. Knowledge of the Contract Work Standard Act, South Florida Building Code and Section 3 of HUD Act of 1963. Ability to read and understand plans, blueprints, drawings and diagrams. Ability to maintain effective relationships with the public served and contractors employed.

## **MINIMUM QUALIFICATIONS**

Two years of college supplemented by technical courses in construction, estimating and inspecting construction management and extensive experience as a general contractor or in one of the building trades and/or Rehabilitation Specialist training/certification from Neighborhood Reinvestment Corporation.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to climb roofs and/or into attics before and during construction, bending down to inspect under sinks, etc.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 3/05

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.