



# CITY OF LORAIN

## CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052  
TELEPHONE (440) 204-2066 FAX (440) 204-2527

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LORAIN CIVIL SERVICE COMMISSION IS RECEIVING  
APPLICATIONS FOR THE CLASSIFIED POSITION OF:

### HOUSING INSPECTOR

Building, Housing & Planning

### SALARY:

Grade 24 \$19.93/hr. Starting pay

Grade 25 \$21.71/hr. after 6 months  
w/Required Certification as per Job  
Description

Grade 26 \$23.53/hr. two years after  
receiving ICC certification

The City of Lorain Building Housing and Planning Department –Building division is seeking candidates for the classified, full-time, union position of Housing Inspector. Applications for this position will be received on a **CONTINUOUS** basis beginning Thursday, August 11, 2022 through Friday, December 30, 2022 from 9:00 a.m. to 4:30 p.m. in the office of the Lorain Civil Service Commission, 7<sup>th</sup> floor Lorain City Hall, 200 West Erie Avenue, Lorain, Ohio. Applications are also available online. Please go to:

[www.cityoflorain.org](http://www.cityoflorain.org)

under departments, click on Civil Service and then Application Instructions and follow the 4-step procedure. You may also email your application to:

[rosemary\\_white@cityoflorain.org](mailto:rosemary_white@cityoflorain.org)

The office is closed every day from approximately 12:00 to 1:00 p.m. for lunch and is closed on holidays.

All applicants must be United States citizens or have a valid permanent resident card. Applicants must possess a valid Driver's license to be shown at time of application. A comprehensive resume will be accepted in addition to the application.

**Education:** Minimum of high school diploma or GED;

**Experience:** 3 years work experience in residential construction, rehabilitation and inspections. Must possess working knowledge of housing codes or any combination of experience and training which provides the required knowledge, skills and abilities.

Applicants must possess and maintain a valid International Code Council (ICC) Residential Combination Inspector and Property Maintenance and Housing Inspector Certificates as a condition of employment **within six months after the date of employment.**

The Housing Inspector inspects residential dwellings for compliance with the International Property Maintenance Code and does related work as required.

All qualified candidates will be interviewed and subject to a background investigation and as civil service classified employees will be required to successfully pass a basic pre-employment physical and drug test administered under the direction of the City of Lorain prior to their appointment. A complete job description will be provided at time of application.

There is one position that needs to be filled immediately.

**AN EQUAL OPPORTUNITY EMPLOYER**



## Position Description

**Position Title:** Housing Inspector  
**Department:** Building, Housing and Planning  
**Salary Grade:** USW-6621 Grade 24 (Entry Level)  
USW-6621 Grade 25 w/ ICC Residential Combination Inspector & Property Maintenance and Housing Inspector Certificates  
USW-6621 Grade 26- Two years after receiving ICC Certification  
**Reports to:** Chief Building Official  
**FLSA:** Non-Exempt  
**Date:** April 2022  
**Addendum:**

### Position Summary:

The Housing Inspector inspects residential dwellings for compliance with the International Property Maintenance Code; does related work as required. Determines dwelling deficiencies and/or code violations in accordance with the City of Lorain codes and ordinances, as defined by the Chief Building Official, the State of Ohio, and program regulations. Work is performed independently within the established codes, ordinances and regulations, and is reviewed by technical superiors through observation, conferences and results obtained.

### Duties and Responsibilities:

1. Performs on-site inspections of residential buildings and enforces all aspects of the Property Maintenance Code;
2. Assists the building inspectors on programs related to buildings which would come within the scope of the dangerous building code;
3. Reads and interprets construction plans, blueprints and schematic drawings as necessary;
4. Issues notices and citations for violations of the Property Maintenance Code;
5. Communicates courteously with the public and effectively explains regulations and guidelines;
6. Travels to on-site inspection sites throughout the City;
7. Completes and maintains records and reports of inspections which may include data entry, typing, taking pictures and videos, filing;
8. Studies, learns and interprets building and zoning codes, ordinances and trends; researches and learns construction methods and materials to insure knowledge of current standards;
9. Represents the City of Lorain as a professional witness in court and other hearings as required by the Chief Building Official;

10. Create and revise housing rehabilitation project work specifications and estimates in conformance with standards as established by the Department of Housing and Urban Development (HUD) in respect to CDBG and HOME programs. Participate in contractor's bid process and bid review;
11. Oversee and monitor rehabilitation projects to ensure that work is properly performed and to ensure that no substandard material and workmanship are used in accordance with HUD requirements;

**Examples of Work** (The duties listed below are intended only as illustrations of various types of work that may be performed)

#### A Housing Inspector

\*ensures that residential inspections are performed and are in compliance with codes, ordinances and applicable standards;

\*visits owner and dwelling to determine necessary repairs, and informs owner of inspection findings and conditions that must be addressed;

\*makes re-inspections to determine compliance with notice and reports cases needing prosecution to his/her supervisor;

\*prepares written and/or digital reports of inspections.

#### Necessary Competencies:

1. Communication Skills- written and verbal
2. Customer Service
3. Problem Solving
4. Prioritizing
5. Attention to detail

#### Requirements:

- Thorough knowledge, skills and abilities of general rehab and construction practices and procedures, housing inspection, related cost estimates and knowledge of all federal (HUD), state and local guidelines;
- Ability to apply knowledge of the City of Lorain's Property Maintenance Code, , housing codes and program requirements to a variety of housing code related issues;
- Ability to establish and maintain effective working relationships;
- Ability to perform listed and assigned duties, including manual ability to use a computer keyboard or electronic mobile device for data entry, visual ability to read, and physical ability to handle and use required equipment;
- Visual abilities for close and accurate inspections;
- Ability to traverse uneven and difficult landscapes as may be encountered on some sites
- Housing related codes and ordinances enforceable by the City of Lorain;
- Principles and techniques of housing inspection work;
- Construction contracts and requirements;
- HUD regulations related to housing rehabilitation;
- Lead-based paint regulations;
- A variety of zoning, general land use, and related City codes;

#### Education and Experience

- Education: High school diploma or GED

#### Experience:

- 3 years work experience in residential construction, rehabilitation and inspections.
- Must possess a working knowledge of housing codes or any combination of experience and training which provides the required knowledge, skills and abilities
- Must possess a valid State of Ohio Driver's License
- Must possess and maintain a valid International Code Council (ICC) Residential Combination Inspector and Property Maintenance and Housing Inspector Certificates as a condition of employment within six months after date of employment in this classification.

#### Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Typically work is performed in residential neighborhoods; Exposure to outdoor elements; extensive use of telephone and radio; repetitive keyboarding on a computer or handheld device; ability to walk on uneven ground; reach (including overhead), squat, bend, lift, crawl, climb, push, pull and carry up to fifty (50) pounds; drive daily to various locations within and outside the City of Lorain.

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

The City of Lorain is an Equal Opportunity Employer.