



THE CITY OF PORTLAND invites applications for the position of:

Housing Inspector

- **Salary:** \$25.27 - \$31.99 Hourly, Great Benefits!
- **Recruitment Open Now!** For Qualifications and to Apply Visit www.portlandoregon.gov/jobs
- **Recruitment Closes:** 12/11/17 at 11:59 PM Pacific

To find out more about the Bureau of Development Services visit our webpage at www.portlandoregon.gov/bds.

Bring your talent and expertise to the City of Portland!

The Bureau of Development Services (BDS) is actively recruiting Housing Inspectors to join our team of experts that help the community understand and comply with Property Maintenance Regulations and Codes. Using self-initiative, independence and creativity, Housing Inspectors complete their assignments by working collaboratively with other workgroups, City bureaus and agencies. Excellent customer service, sound professional judgment and problem-solving skills all help to successfully resolve complaints and problems. Our Housing Inspectors receive training and support in finding new and creative ways to provide services in an equitable manner to the community.

About Our Job

In this exciting new role, you will be enforcing Municipal Property Maintenance regulations and Nuisance codes on a daily basis. You will address complaints regarding unsafe, unhealthy, or inadequate housing. You will identify electrical, mechanical, plumbing and structural conditions that do not meet the minimum standards of the City's Property Maintenance regulations of Title 29, and research relevant permit history to identify the same. You will provide excellent customer service to diverse customers and various stakeholders including: tenants, property owners, property managers, real estate professionals, and public servants. You will re-inspect for corrections made by responsible parties and educate the public about how to comply with housing and nuisance codes.

As a Housing Inspector, your daily work will include:

- Independently managing a caseload under time constraints
- Inspecting dwellings and properties, including some diagnostic testing
- Using judgment to identify code violations and manage customer expectations
- Communicating with the public, both verbally and in writing
- Writing violation letters and corresponding via email.

- Researching building permits and other records
- Documenting case evidence with photographs and uploading them into the database system
- Driving to residential and commercial properties within the City of Portland

We currently have three (3) vacancies due to internal promotions. The eligible list generated from this recruitment may also be used to fill future vacancies in the Bureau of Development Service (BDS).

OPTIONAL INFORMATION SESSIONS

November 28, 2017

2:00 – 4:30 p.m.

Rosewood Initiative Offices

(16126 SE Stark St. Portland, Oregon)

Monday, December 4, 2017

5:30 – 6:30 p.m.

East Portland Community Center - Meeting Rm 1

(740 SE 106th Ave. Portland, Oregon)

Thursday, December 7, 2017

12:00 – 1:00 p.m.

CH2M Center, 1st floor - Lincoln Room

(2020 SW 4th Ave. Portland, Oregon)

Participate remotely? For instructions on how to participate via Skype, please contact Madison at (503) 823-1362 or Madison.Hutt@portlandoregon.gov no later than 2:00 pm (PST) two business days prior to the information session date.

To Qualify

A competitive candidate for the position of Housing Inspector will possess the qualifications/competencies identified in the Position Description above and the knowledge, skills and abilities in this Ideal Candidate Profile. Please be sure to provide sufficient information in your responses to the supplemental questions and your resume to display to our subject matter experts the extent of your qualifications.

To qualify the candidate will possess the following minimum qualifications:

1. Knowledge of – *and some experience with* – construction methods, practices, terminology, building systems and components used in the construction, rehabilitation and repair of residential structures.
2. Skill and experience communicating effectively with people who are angry, hostile and/or confused.
3. Skill and experience organizing and scheduling daily work activities.
4. Ability and experience using computers and related software.

Applicants must also possess:

- **By the date of hire**, a valid state driver's license and acceptable driving record; **and**
- **Within one year of appointment**, employee must possess one of these Oregon Residential Inspector certifications: Structural, Electrical, or Plumbing, or must meet the Oregon certification requirements to perform residential mechanical inspections.