

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
HOUSING INSPECTOR II

DEFINITION:

Under general supervision, to perform skilled and difficult inspection work on new and existing residential structures or mobile homes; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Housing Inspector series. Employees in this class are expected to perform the full range of duties with only occasional instruction or assistance as new or unusual situations occur. Positions classified at this level may be underfilled with Housing Inspector I in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Inspects residential structures and mobile homes for compliance to City and State building and housing codes and regulations;
- Investigates complaints or code violations;
- Prepares reports;
- Obtains evidence;
- Reviews mobile home park construction plans and approves permits;
- Maintains records;
- Prepares correction notices to property owners, tenants and contractors;
- Checks for conformance with zoning laws;
- Meets with property owners, tenants and contractors to discuss or explain specific corrections;
- Reviews construction, repair, replacement, installation, and repair plans.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Four years of experience performing combination or housing inspections of residential and mobile home parks with a regulatory agency, two years of which must be at a level equivalent to Housing Inspector I with the City of San Diego.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.