

CITY OF FALL RIVER

JOB POSTING

The Department of Inspectional Services-Minimum Housing has the following vacancy:

Title: Inspector III – Minimum Housing
Date: December 9, 2016
Salary: min. \$1,315.05 max. \$1,349.03 bi-weekly
Hours: Monday through Friday 9:00am to 5:00pm

Interested candidates please submit a letter of intent and resume to:

Madeline Coelho, Director of Human Resources
One Government Center, Fall River, MA 02722 or e-mail mcoelho@fallriverma.org
By: December 20, 2016.

JOB DESCRIPTION:

Under the general direction of the Director of Inspectional Services, as delegated to the Supervisor of Inspectors and the Director of Minimum Housing and under statutory authority of the General Laws of the Commonwealth of Massachusetts, coordinate and perform the work of enforcing laws, regulations, and ordinances related to maintaining minimum standards of fitness for habitation of dwellings and perform related tasks.

- Specific duties may include, but not be limited to the following:
- Perform inspections of dwellings to determine fitness for human habitation and sanitation of premises;
- Enforce provisions of State Sanitary Code related to sources of filth and violations of code standards;
- Investigate complaints from tenants and other parties and deliver notices of violations;
- Perform Massachusetts Residential Voucher inspections as requested;
- Prepare reports and perform related administrative duties;
- Appear for court hearings, arraignments and trials as a witness as required. Provide support in other matter of litigation as required;
- Participate in the Building Blocks Initiative;
- Perform inspections as delegated by other administrative agencies;
- Perform related tasks under the direction of the Director of Minimum Housing or Supervisor of Health-related Inspectors

MINIMUM QUALIFICATIONS:

Thorough knowledge of Local, State and Federal housing codes, laws, ordinances, regulations and standards; ability to establish and maintain effective working relationship with staff and the general public; ability to observe safety precautions; ability to work under statutory authority guidelines; exercise latitude in independent judgment and decision-making; ability to maintain records in support of duties described above; good communication skills; possess a valid motor vehicle license.

EDUCATION AND EXPERIENCE

A high school diploma from an accredited high school or vocational high school or GED Equivalency required; Associates degree preferred; working knowledge of computers and standard office programs required; one year's experienced in a comparable position preferred; Must have a valid Massachusetts driver's license; Must have a working knowledge of state and city codes pertaining to housing/sanitation inspections; other combinations of experience and training that provide the required knowledge, abilities and skills will be considered.

The ideal applicant should have experience in the field of housing/State Sanitation Code inspections and the requirements of 105 CMR 410.000. These skills can be demonstrated by:

Having completed a training recognized by the Massachusetts Department Public Health (MDPH) such as the MA PHIT Housing Program or the Healthy Homes Credentialing (NEHA). Certification as a Lead Determinator

OR

By demonstrating an understanding of the basics of housing inspection as shown by successful completion of online courses such as that offered by Boston University's Public Health Institute of Massachusetts:

1. Administrative Search Warrants
2. Bed Bugs: A Special Housing Topic
3. Hoarding: A Special Housing Topic
4. Housing
5. Mold; A Special Housing Topic
6. Nuisance Control and Abatement
7. Public Health Law and Legal Issues in Massachusetts

These courses must be successfully completed (obtaining certificate) within the first 60 days of employment

Certification as a Lead Determinator

MA PHIT Housing Program certification or an equivalent MDPH-recognized training within the first 24 months of employment

Any other combination of trainings that issue a certification or certificate of completion may be considered and reviewed.

Equal opportunity employer