

Council Bill/General Ordinance No. 3020-2022

Sponsor:

AN ORDINANCE

AMENDING Chapter 24, "PERSONNEL," of the Moline Code of Ordinances, Section 24-3207, Appendix 1, by adding a job description for Rental Housing and Property Inspector.

WHEREAS, the formal adoption of the job description for Rental Housing and Property Inspector is required; and

WHEREAS, the proposed job description accurately reflects the duties performed; and

WHEREAS, the administration has reviewed this matter and has recommended the course of action taken herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOLINE, ILLINOIS, as follows:

Section 1 – That Chapter 24, "PERSONNEL," of the Moline Code of Ordinances, Section 24-3207, Appendix 1, is hereby amended by adding a job description for Rental Housing and Property Inspector, provided said job description is substantially similar in form and content to that attached hereto as Exhibit A.

Section 2 – That this ordinance shall be in full force and effect from and after passage, approval, and if required by law, publication in the manner provided by law.

CITY OF MOLINE, ILLINOIS

DocuSigned by:  
*S. Kayyato*  
\_\_\_\_\_  
Mayor 16AB8EFE254D4...

September 13, 2022  
\_\_\_\_\_  
Date

Passed: September 13, 2022

Approved: September 20, 2022

Attest: *Jessie L. A. Parr*  
\_\_\_\_\_  
1A0D236189BE4124  
City Clerk

AFSCME GRADE	A55
FLSA	NE
WC	9410
EEO	09/20
POSITION	270

## **JOB TITLE: RENTAL HOUSING AND PROPERTY INSPECTOR**

### **CHARACTERISTICS OF THE JOB**

Under direction of the Assistant Director of Public Works/Building Official, performs a role in the prevention, enforcement and abatement of City rental housing code violations and ordinances. Work involves rental housing inspections to ensure minimum rental housing standards are maintained; enforcement of the Property Maintenance Code, completion of on-site inspections, responding to complaints, maintaining necessary records of all inspection work, violation issuance, and enforcement action that is performed. Considerable independent judgment is exercised in carrying out those responsibilities.

### **EXAMPLES OF DUTIES** Other duties may be assigned.

Assist with scheduling, inspecting, and follow-up inspections on residential rental housing units in accordance with applicable City programs, codes and ordinances.

Provide code enforcement for adopted codified ordinances and the City's Property Maintenance Codes equally and consistently and serve as backup to other division inspectors.

Maintain written records and reports of inspections and findings, including data entry into City databases, issues Notices of Violations, and supports Administrative Hearing actions.

Assist with the filing of liens against properties as directed and attend administrative hearings to present evidence and give testimony as needed.

Investigate complaints and make inspections of properties to determine if hazardous, illegal or prohibited nuisance conditions exist and take enforcement action as required.

Assist and advise the general public in matters relating to property maintenance, nuisance, and code requirements.

Assist in the processing of applications for the Rental Housing Inspection Program and any associated City programs.

Provide effective and efficient customer service and promote and maintain responsive community relations.

Follow appropriate safety practices and procedures while performing all duties.

### **QUALIFICATIONS**

#### **Training and Experience**

High school diploma or GED equivalent and two (2) years related experience in inspections and code compliance; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

#### **Knowledge, Skills and Abilities**

Knowledge of federal, state and local code compliance regulations and processes; legal procedures as related to the enforcement of municipal ordinances and codes; knowledge of computer operations including word processing, spreadsheets and databases.

Exceptional skill in public and employee relations and in maintaining effective working relationships; skill in planning, organizing, completing and reporting on assigned projects; multitasking; composing clear, concise and informative correspondence; and proofreading; using Microsoft Office; performing data entry with a high degree of accuracy; skill in communicating verbally, over the phone and in person; and handling difficult situations in a tactful and, firm, but respectable, manner.

Ability to communicate effectively orally and in writing; establish a work schedule by setting priorities needed to effectively accomplish the requirements of the position; establish and maintain effective working relationships with the general public, employees, governmental and community agencies and associations; assist other division staff in performing technical inspections, making corrective recommendations of approved materials, methods, and techniques used in residential housing improvements and inspection methods related to the examination of workmanship and materials, and perform follow-up inspections to verify corrective action if needed.

#### **Licenses, Registrations and Certifications**

- Valid Illinois Driver's license or equivalent.
- Valid ICC Property Maintenance & Housing Inspector Certificate within one (1) year of hire.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; regularly required to stand, reach with hands and arms, use hands and fingers to handle or feel, climb or balance and stoop, kneel, crouch or crawl and lift and/or move up to 25 pounds; and occasionally exposed to outside weather conditions, wet and/or humid conditions, extreme cold and extreme heat. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.