



CITY OF NEWPORT, RHODE ISLAND

CAREER OPPORTUNITY

Position Title:	Housing Inspector
Posting Date:	Monday, January 22, 2024
Closing Date:	Monday, February 5, 2024
Department:	Inspections
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • Responsible for inspection work related to short and long-term occupancy to determine the fitness for habitation with an emphasis on compliance in accordance with the RI Minimum housing standards and pertinent safety matters. • Informs property owners how to remedy safety matters such as electrical, plumbing, overcrowding, lead base paint issues as well as possible smoke and carbon monoxide issues in efforts to resolve matters of compliance. • Receives and responds to complaints from the public such as tenants and/or property owners for various safety issues such as lack of heating, rodents or pest infestations, ventilation, doors and hardware (windows) operable, cracked or peeling paint, etc., or any other matters concerning minimum housing standards. • Issues violation notices and orders to rectify illegal of unsafe conditions and to ensure compliance with code requirements for the safety and welfare of the public; addresses issues and complaints due to trash and recycling container placement as well as debris and trash that may be discarded on City streets, sidewalks, and residential/commercial properties. • May seek legal actions to enforce code compliance; provides input and analysis for the cost of removing safety violations, court cases, etc. • Maintains daily log of inspections, applications issued, permits granted, approvals, and fees collected; attends meetings and hearings; responds to property owners' requests for information; works cooperatively with all other departments of the City. • Performs annual inspections of all electronic video and mechanical amusement machines as well as new installations throughout the year; reports violations to the electrical inspector and the building official. • May be requested to assist the Building Official with Special Events, Liquor licenses, victualing licenses, street and sidewalk café licensing as initiated by the City's City Clerk.
Minimum Entrance Qualifications:	<ul style="list-style-type: none"> • Associates degree or journeyman level of trade knowledge, and three to five (3-5) years of experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. • Working knowledge of various safety codes including electric, lead safe structures, sanitation, fire and building. • Knowledge of construction materials, safety laws and regulations pertinent to the position's functions. • Working knowledge of the causes and methods of controlling mildew. • Ability to interact effectively and appropriately with the public and other personnel. • Ability to perform multiple tasks. • Ability to read and interpret plans and blueprints.

Minimum Entrance Qualifications: <i>(continued)</i>	<ul style="list-style-type: none"> • Ability to deal with disgruntled members of the public in a tactful manner. • Skilled in making observations and recording detailed information. • Proficient oral and written communication skills. • Proficient computer skills (Word, Excel, etc.)
Licenses/Certifications:	<ul style="list-style-type: none"> • Must have a valid motor vehicle operator's license • RI Lead Safe Remodeler/Renovator license preferred
Pay and Hours Per Week AFSCME Union Grade: U3 Minimum Salary: \$23.96 hourly Maximum Salary: \$28.05 hourly Hours per week: 40	<p style="text-align: center;">Submit resume and/or completed application to: Nicole Paulino, Director of Human Resources Department of Human Resources City Hall – 43 Broadway Newport, Rhode Island 02840</p>
<p style="text-align: center;"><i>An Equal Opportunity and Affirmative Action Employer</i></p> <p>APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;"><u>www.cityofnewport.com/jobs</u></p> <p style="text-align: center;"><i>Tel: (401) 845-5444</i> <i>Fax (401) 845-9364</i></p>	