



City of Culver City

## Housing Rehabilitation Inspector

The position title is scheduled to change to 'Housing Rehabilitation Inspector' contingent upon City Council approval of the next release of the City's salary schedule.

<b>SALARY</b>	\$44.47 - \$54.28 Hourly	<b>LOCATION</b>	CA 90232, CA
	\$7,708.61 - \$9,409.10 Monthly		
	\$92,503.32- \$112,909.16 Annually		
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	
<b>DEPARTMENT</b>	Housing & Human Services	<b>DIVISION</b>	Code Enforcement
<b>OPENING DATE</b>	TBD	<b>CLOSING DATE</b>	TBD

### THE CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 800+ employees with an over all operating budget of over 368 million. The City provides a full range of municipal services including its own Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation system. We offer a comprehensive benefits package to eligible employees. To learn more, please refer to the [Culver City Employee Association MOU](#) ([Download PDF reader](#)) and the City's [Benefits Overview Guide](#)

### THE POSITION

This position is responsible for assessing the extent to which residential and commercial buildings meet existing building codes and design guidelines in order to determine rehabilitation needs and to assist owners and contractors in rehabilitation construction so as to ensure conformance with requirements and guidelines.

1. Interviews applicants for Housing Programs. Determines program and income eligibility.
2. Works with residential owners and merchants. Provides City contact to assist clients work through process and help owners and merchants put together a successful project.
3. Negotiates rehabilitation and property maintenance contracts.
4. Prepares and sends notices inviting bids and/or proposals; evaluates bids/proposals which have been received; assists the owner or merchant in selection of contractor; prepares contracts and agreements. Schedules work phases of the contract.
5. Inspects contractual work in progress to assure completeness and conformance with building codes and City policy. Orders job corrections when necessary, and conducts follow up compliance inspections. Works with other city departments to ensure properties are properly permitted and inspected for the type of construction.
6. Monitors the timely progress and effective completion of contractual rehabilitation and/or City property maintenance work, processes progress payments, and certifies completion allowing final payment.
7. Inspects residential housing and commercial property for various housing and economic development programs. Determines the extent of rehabilitation/maintenance required to conform to building codes and/or design guidelines. Correctly interprets and applies the building codes or design guidelines in the identification of modifications required to conform to such codes or guidelines. Provides technical assistance to owners in evaluating residential structures and commercial property in regard to correcting code violations and installing other property improvements as allowed by the City, and/or HUD guidelines.
8. Design types of outreach and marketing of programs. Markets programs and conducts ongoing research about programs and services available.
9. Provides mediation between participants in residential and commercial rehabilitation programs and contractors to reach settlement over disputes involving work specifications and/or architectural building plans.
10. Provides useful and helpful information to contractors regarding State and local construction requirements and land use/zoning requirements so that questions and concerns are resolved as soon as possible.
11. Prepares reports and keeps accurate logs, records, and files which are legible, complete, up to date, and descriptive of problems encountered and how they were resolved.
12. Participates in Hearing and Court activities related to compliance and enforcement.
13. Understands and applies design guidelines to residential and commercial projects.
14. Studies new materials and methods of building construction and maintenance to keep abreast of modern developments. Maintains a current and thorough working knowledge of relevant building codes, standards and property maintenance, and is able to correctly interpret and apply them.
15. Writes deficiency letters, monitors compliance, schedules appointments, and communicates with owners and tenants.

### **Minimum Requirements – Education and Experience:**

Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying.

A typical way to obtain the knowledge, skills, and abilities would be two years of experience in government rehabilitation programs or in the construction field. **or Two years of experience and training in housing inspections, code interpretation and enforcement. Knowledge of the building construction and permitting requirements.**

### *Licenses and Certificates:*

- Possession of a valid California Class c driver's license

## EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components for placement on the eligible list.

- **Supplemental Questionnaire:** To evaluate professional background such as training and experience and to assess candidates' ability to develop programs weighted as qualifying.
- **Written Test (weighted at 50%):** Consists of Assessment Test and Written Exercise (Tentatively scheduled for the week of TBD)
- **Oral Appraisal Interview (weighted at 50%):** Evaluates education, training, and personal qualifications. (Tentatively scheduled for the week of TBD).

The selection process will include the following to determine suitability for the position: Selection Interview with the Housing & Human Services Department Background and Reference check, including Live Scan fingerprinting, Medical Examination; candidates must pass a pre-placement medical examination, which will include a drug screen. A positive pre-placement drug test, refusal or failure to test may result in rejection of the candidate.

## ADDITIONAL INFORMATION

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice. Continuation in the examination process and subsequent determination of eligibility of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

## Equal Employment Opportunity

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

### Conditions of Employment:

- Background/ Reference Check: Upon a conditional job offer, a live scan fingerprinting must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- Pre-placement medical evaluation including drug screen.
- E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

**The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days**