

Housing/Code Enforcement Inspector

Dept/Div: Code Enforcement/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled technical and administrative work in enforcing City codes related to property maintenance, housing, and nuisances; inspects rental properties; investigates complaints; prepares reports; and performs related work as apparent or assigned.

Work is performed under the supervision of the Building Official.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Administers and enforces the City's rental licensing and inspection program in coordination with the Building Official and Fire Department.
- Conducts inspections of residential and commercial properties to ensure compliance with property maintenance, nuisance, housing and zoning codes and ordinances.
- Investigates reports of code and nuisance violations, issues citations or orders as necessary, resolves disputes and conducts follow-up inspections to ensure corrections.
- Prepares inspection reports, correspondence and documentation for enforcement proceedings; may appear in court as required.
- Maintains accurate records of inspections, violations and enforcement actions using the City's permitting and code enforcement software.
- Educates property owners, landlords, tenants, contractors and the public on applicable codes and procedures; assists in developing educational materials and outreach programs to promote voluntary compliance and neighborhood improvement.
- Recommends updates to local ordinances, policies and administrative procedures to improve compliance and program efficiency.
- Coordinates with other departments and agencies on matters of mutual concern related to housing, zoning and neighborhood maintenance.
- Informs the Building Official of any inspection related activities that require immediate attention or action.

Knowledge, Skills, and Abilities

General knowledge of practices, principles and techniques of effective code enforcement; working knowledge of municipal zoning, housing, property maintenance and nuisance ordinances; and general knowledge of legal procedures related to the enforcement of ordinances and codes.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in public speaking and delivering presentations to a wide audience of individual and groups.

Ability to read and interpret permits, site plans and designs and to ensure compliance with appropriate ordinances and codes; ability to communicate effectively both orally and in writing; ability to enforce ordinances and regulations with firmness, tact, and impartiality; ability to establish and maintain effective working relationships with associates, contractors, property owners, and the general public.

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Education and Experience

High School diploma or GED and one (1) year experience in housing, property maintenance or code enforcement inspection work, or equivalent combination of education and experience.

Special Qualifications

Valid driver's license in the State of Minnesota

Desired Qualifications

Ability to obtain state certification as a Building Official Limited within one (1) year of employment.

Physical Requirements

Physical Requirements and Activity

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force.

Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires tasting or smelling.

Sensory Requirements

Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Sensory Utilization

Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions

Work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Work is generally in a moderately noisy location (e.g., business office, light traffic).

Last Revised: 10/24/2025