City of Bellingham
Classification Specification

CLASS TITLE	**Residential Rental Inspector**
DEPARTMENT	**Planning and Community Development**
UNION:	**1937**
SG:	**111**
CS:	**Entry**
FLSA:	**Y**
EE0/SOCCODE:	**TE/47-4011**

Rental Registration and Safety Inspection Program

NATURE OF WORK:

Inspects and monitors market rate and subsidized residential rental dwelling units in accordance with established procedures of the Rental Registration and Safety Inspection Program (RR&SIP) and in compliance with the Bellingham Municipal Code and inspection requirements for local, state and federally funded residential dwelling units. Evaluates structural, plumbing, mechanical, and other building systems for compliance with applicable codes and other regulations related to the safety, health and welfare of the residential renting public. Performs a variety of administrative functions including recording inspection results and coordinating with City Building Inspectors and contractors. Technical work includes performing inspections, preparing plans and evaluating cost estimates in the field of property maintenance to ensure compliance with the RR&SIP and other applicable codes and ordinances. Determines and evaluates which rental regulations and building and property codes apply to City-funded housing construction projects and monitors for compliance during and after construction.

DISTINGUISHING CHARACTERISTICS:

The Residential Rental Inspector monitors and inspects uncomplicated to moderately complex residential dwellings. Applies zoning, property maintenance and other applicable state and federally mandated rental codes to determine if units are consistent with health, welfare and safety standards per Bellingham Municipal Code and other local, state and federal requirements. The position will focus on the RR&SIP/rental protection measures and associated requirements, procedures and protocols.

The Residential Rental Inspector is distinguished from the Building Inspector series by its focus on monitoring and inspecting residential rental units and multifamily units. The properties may be rentals or multifamily units governed by Bellingham Municipal Code, Revised Code of WA, the Code of Federal Regulations or a combination, depending on the capital funding and/or Tenant Based Rental Assistance (TBRA) funding associated with the unit.

SUPERVISORY RELATIONSHIPS:

Reports directly to the RR&SIP Rental Protection Program Specialist with guidance and technical direction from the Building Official and or Housing Manager, and managerial direction from the Development Services Manager and or the department director. Work is performed under general supervision and the guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements.

ESSENTIAL FUNCTIONS:

1. Administers the residential rental inspection and monitoring functions of the RR&SIP. Prepares notices, responds to and monitors rental registrations under the direction of the Rental Protection Program Specialist, and certifies inspection results in accordance with the Final Inspection Checklist requirements of the RR&SIP. Advises and provides guidance to tenants and property owners and managers to resolve issues and achieve compliance. Answers questions and provides information regarding City codes and ordinances and state and federal requirements, assistance programs, and other rental requirements information.

2. Inspects dwelling units and applies zoning, property maintenance and other applicable codes to determine if the units are consistent with health, welfare, and safety standards. Approves or disapproves property condition or work observed, issues correction notices, and generates inspection records to confirm and document that each aspect of the Final Inspection Checklist complies with applicable codes.

3. Investigates and resolves complaints and reports of code violations or other rental property health, life-safety and nuisance problems. Generates and prepares written and or computer-based records and documentation of inspections and property condition findings. Uses a camera, measuring devices and other tools to note property conditions to substantiate documentation for enforcement action, including court action resulting from ordinance violations and other observations.

4. Conducts Housing Quality Standards Inspections or other current inspection protocol as defined by the US Department of Housing and Urban Development (HUD), and adopted by the City, of units utilized for Tenant Based Rental Assistance prior to occupancy, and annually as necessary.

5. Conducts placed-in-service and annual onsite monitoring based on HUD National Standards for the Physical Inspection of Real Estate (NSPIRE) or other current inspection protocol for City-funded rental and multifamily properties with federal requirements.

6. Conducts monitoring and inspection of City-funded acquisition/rehabilitation or construction of rental or multifamily housing requiring compliance with WA State Evergreen Development Standards and federal Americans with Disability Act / Section 502 standards, when not monitored by a third party. This includes transitional housing, coop/condo ownership or standard rental properties.

7. Coordinates with other jurisdictions and state and federal funding agencies regarding current trends, changes in inspection protocols and federal expectations. Participates on the quarterly statewide Monitoring and Coordination Task Force. Keeps up to date on federal inspection requirements and attends training.

8. Researches, interprets and incorporates information and data necessary to fully inspect and understand new products, materials and regulations encountered in the residential rental inspection process.

ADDITIONAL WORK PERFORMED:

1. Works closely with the Rental Protection Program Specialist and other departmental staff in evaluating the program, determining operational objectives and meeting overall program goals.

2. Offers suggestions, devises solutions, identifies alternatives, and otherwise aides in the efficient, creative, and helpful application of regulatory intent to a variety of problematic circumstances related to the RR&SIP and rental protection.

3. Uses electronic communication systems and automated data management systems as necessary to access, capture and utilize information in the performance of inspection related tasks.

4. Collects and reviews special inspection reports from other agencies including HUD, NW Clean Air Agency and Whatcom County.

5. Conducts pre-construction conferences with parties involved in residential rental dwellings including the Housing Rehabilitation Program.

6. Assists with inspections for interim housing, condos or other types of temporary residential use or owner/community-ownership situations when properties are rehabilitated or built utilizing City funds.

7. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge and skills in planning, organizing, and time management and the ability to organize work to meet deadlines.
- Working knowledge of building construction and rehabilitation techniques and general contracting and construction project management.
- Working knowledge of and experience in applying building, zoning, basic electrical, sanitation, health and fire codes.
- Knowledge and skills in planning, organizing, and time management and the ability to organize work to meet deadlines.
- Good working knowledge of construction materials and methods.

Skills:

- Interpersonal skills and sensitivity, assertiveness, stress tolerance, and composure to function effectively in stressful and/or confrontational situations.
- Good oral and written communication skills
- Demonstrate temperament and ability to de-escalate conflicts and mediate negative interactions.

Abilities:

- Ability to interpret plans, specifications and project scope of work to interpret and apply the Bellingham Municipal Code as it relates to the Housing and Rehabilitation program.
- Ability to communicate effectively and provide clear, concise explanations of procedures and regulations using courtesy, empathy and tact.
- Ability to utilize computerized databases and spreadsheets, permit management resources and other office equipment.
- Ability to exercise good judgement and to tactfully resolve problems with citizens, staff, and others with whom inspectors interact including professional clientele and government agencies.
- Ability to handle several tasks simultaneously and meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability to work independently in carrying out position responsibilities.
- Ability to prepare, route, maintain, update and otherwise provide complete, accurate records as required by the RR&SIP, BMC, inspection process and other code enforcement activities.
- Ability and knowledge to conduct inspection duties in accordance with commonly established safety practices and policies.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job including:
- -transport approximately 40 pounds;
  -operate a computer and other standard office equipment
  -safely move about construction sites and rental properties;
  -the ability to remain stationary for periods of time in an office setting, and.
  - ascending or descending equipment to inspect above ground and below structures.

WORKING ENVIRONMENT:

Work is shared between office and field environments in a frequently stressful atmosphere. Office work is performed at the public counter or in an office setting, using computers, phones and other office equipment. Field work is performed at and around rental properties and rental construction sites in various states of repair and /or cleanliness, where safety practices are always expected. Rental inspection projects frequently require ascending and descending ladders, stairs, scaffolding and steep sites. Access to under floor areas and attic spaces require positioning of oneself to inspect at all angles. Lighting may be limited, movement may be restricted, loud noises may be present, and terrain uneven. Sites may be wet and slippery. All weather conditions should be expected. Inspectors should expect to enter and exit their vehicle many times daily. Position may involve transporting paper files, inspection and measurement tools, large rolls of plans, or boxes of records weighing up to approximately 40 pounds.

EXPERIENCE AND TRAINING REQUIREMENTS

- High school graduation or equivalency (GED) required.
- Two years' experience in building construction, general contracting, construction management or repair/weatherization programs required, OR
- One year of experience in coordination of federally funded housing rehabilitation programs

AND

- Must secure and maintain an ICC Residential Building Inspector Certification or Property Maintenance and Housing Inspector Certification within one year of hire.
- Experience and/or training as an inspector with a municipality is preferred.
- Experience and/or training in one or more of the following is preferred:
  -Federal Housing and Urban Development Housing Quality Standards (HQS),
  -Uniform Physical Inspection Standards (UPCS), and/or
  -National Standards for the Physical Inspection of Real Estate (NSPIRE)
- Experience as a qualified Rental Housing Inspector (RHI) preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license at time of hire.
- Good driving record. Candidate considered for hire must submit an abstract of his/her driving record for the past three years.
- Employment contingent upon passing a criminal background check and child and adult abuse records check.
- Failure to secure required certifications or meet skill standards within established time limits will result in dismissal.

PREPARED BY: B. Lyon
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6/24

REVIEWED BY:
Blake Lyon, Director
Planning and Community Development

REVISED BY:

COMMISSION APPROVAL: June 12, 2024