



City of Central Falls Job Posting

| | |
|------------------------|---|
| LOCATION: | City of Central Falls Department of Public Works & Code Enforcement 1280 High Street, Central Falls, Rhode Island |
| POSITION TITLE: | Housing & Environmental Inspector |
| DEPARTMENT: | Department of Public Works & Code Enforcement |
| SALARY: | \$37,050 per year |
| POSITION TYPE: | 1 position |

POSITION DESCRIPTION SUMMARY

The Housing and Environmental Inspector conducts inspections of buildings, structures, environmental issues, and zoning matters to ensure compliance with federal, state and city housing standards and codes.

DUTIES

- Identify presence of lead and other harmful substances in buildings, structures, and homes using gages, scales, and visual inspection
- Prepare written reports documenting inspection results, including all violations
- Recommend necessary abatement and corrective actions
- Remain abreast of newly published information regarding lead safety and prevention
- Educate community members on matters of lead safety and prevention
- Understand, interpret, and enforce federal, state and city housing codes
- Conduct re-inspections as necessary
- Perform other duties as required

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

- Must be 18 years or older
- Must have a High School Diploma or GED
- Must possess valid driver's license
- Ability to pass a background (BCI) check
- Ability to work unsupervised or with minimal supervision

LANGUAGE SKILLS

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.*

REASONING ABILITY

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

PHYSICAL DEMANDS

The work environment characteristics 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 regularly required to talk or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position requires the ability to operate a keyboard at sufficient speed of at least 50 words per minute.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EQUAL OPPORTUNITY EMPLOYER

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

APPLICATION INSTRUCTIONS

Application and resume can be submitted through the following:

- In person or by mail to 580 Broad Street, Central Falls, RI 02863 Attn: Human Resources Department
- Email: ldias@centralfallsri.us.

Applications can be found on our website at www.centralfallsri.us under Human Resources/Employment.

Closing Date: Open until filled