

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Home Repair Inspector	<u>CLASS NUMBER:</u> 40002	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Office on Aging	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A7	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Home Repair Manager (110028)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Home Repair Inspector classification is to assess homes through the county’s safe home repair/modification program. This program promotes senior citizens’ ability to live independently in their own homes in a safe and healthy environment.

JOB DUTIES:

Coordinate referral of new clients based on their needs and oversee compliance with departmental policy and procedures. Review, process or prepare paperwork to determine eligibility of clients. Liaison with the contractor for bid proposals and determine priority and necessity of covered repairs. Implement schedule of repairs using the order system. Phone/fax work orders to assigned contractors. Inform the client of the name of the contractor who will be performing the work and ensure maintenance expenses are necessary and reasonable. Perform on-site reviews and take pictures of the site before and after the work is completed.

Interview new clients to determine what other related resources that could provide them with safe housing programs. Provide both written and oral communication to the clients to ensure required inspections are performed (e.g., safety, structure, proper heating, home repairs, protection control against vandalism, etc.) to promote independent living.

Perform variety of administration and/or record maintenance tasks (e.g., client case records, case notes, home repair agreements, pictures, contractor correspondence, forms, etc.). Submit specifications for bid process for jobs requiring a bid. Monitor bids awarded and complete quality control. Resolve client concerns or complaints. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; agency policies and procedures. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; maintain accurate records; make appointments; originate routine business letters reflecting standard procedure; use proper research methods in gathering data; prepare and submit bid specifications; gather, collate and classify information about data, people or things; answer routine telephone inquiries; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, supplemented by vocational/technical training in office administration and three (3) years of experience administering social programs.

Additional Requirements

Requires a valid Ohio Driver’s license.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date