



Housing Authority  
of the  
County of Tulare

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**CLASSIFICATION:** CHIEF INSPECTOR

**RESPONSIBLE TO:** EXECUTIVE DIRECTOR

**DEFINITION:** Responsible to the executive director to oversee and perform technical duties related to the maintenance, rehabilitation and new construction projects of the Housing Authority and to do other related work as required.

**EXAMPLES OF DUTIES:** Performs a variety of administrative and field engineering duties related to the design and construction of building rehabilitation and new construction; monitors compliance with local and federal regulations, as well as contract compliance on new construction projects; directs and supervises the Housing Authority maintenance crews; coordinates and schedules final inspections with the appropriate officials; projects costs and analyzes data to be used for budgetary purposes and maintains the department within budget limitations.

**EDUCATION/EXPERIENCE:** Two years of college with courses in construction technology, building inspection and supervision; at least five years' experience in project management and maintenance or construction operation. A combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

**KNOWLEDGE OF:** General budget practices and procedures; principles of organization; Housing Authority policies and procedures; building codes and regulations; thorough knowledge of the building trades and construction industry; the principles and practices of supervision; David-Bacon and related prevailing wage regulations.

**SKILLS TO:** Read and interpret blueprints, plans and specifications; estimate construction and repair costs and do material take-offs; communicate with contractors, sub-contractors and building inspectors; speak and write effectively.

**DISIRABLE QUALIFICATIONS:** Previous experience as a construction superintendent.

**Housing Authority of the County of Tulare  
Chief Inspector (Continued)**

**PHYSICAL CHARACTERISTICS:** Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator, and construction and power equipment; good eyesight to read and write and be able to physically inspect construction projects and monitor and supervise a maintenance crew; strength and flexibility to bend, reach, stoop and lift up to 50 pounds; good hearing to accommodate and greet persons coming into the office and to handle telephone conversations; clear speech and verbal skills in order to communicate with the public and co-workers; mobility to physically move around construction sites and housing units; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Must be able to tolerate working in heat and cold-weather conditions. Regular attendance required.

**LICENSES/CERIFICATES:** A general contractor's license; a valid California driver's license.