

Commonwealth of Pennsylvania
State Civil Service Commission

APPLICATION SUPPLEMENT NO. 2009-063-1
for
HOUSING INSPECTOR (L1051)

GENERAL INSTRUCTIONS

BE SURE TO READ ANNOUNCEMENT NO. 2009-063 THOROUGHLY BEFORE YOU COMPLETE THIS SUPPLEMENT. THE ANNOUNCEMENT INCLUDES INFORMATION ON THE MINIMUM REQUIREMENTS FOR THE JOB, THE EXAMINATION, AND OTHER INFORMATION.

Your completed *Application for Employment/Promotion* will be used to determine if you meet the minimum experience and training requirements. The information you provide in your *Application Supplement No. 2009-063-1* constitutes the examination and will be used to rate and score your qualifications. You must complete this supplement.

This supplement describes the six major work behaviors that a newly appointed Housing Inspector is expected to perform. Work Behaviors are activities performed to achieve the objectives of the job. Read each work behavior carefully. Determine which "Level of Performance" most closely represents your highest level of work performance, and select the appropriate level which best describes your claim. In order to receive credit for experience, you must have worked in a job at least **6** months in which the experience claimed was a major function.

Under each work behavior, you must provide the name of the employer(s) indicated on your application where you gained that experience. On your application, you must provide detailed information that supports each level of performance that you have claimed. If the information you provide does not support your claim, your level of performance will be revised. Please try to confine your responses to the blank spaces provided; however, if more space is necessary, you may attach additional pages. Each additional page must include your Social Security number. Also, identify the work behavior(s) for which the additional information is provided. **Do not submit a resume in lieu of the requested information. Resumes will not be scored.**

After you have finished, read the statement at the end of the supplement, then sign and date the form in the spaces provided. Submit the completed supplement along with your completed *Application for Employment/Promotion*.

WORK BEHAVIOR 1- SCHEDULES AND PERFORMS MAINTENANCE/HOUSEKEEPING INSPECTIONS OF HOUSING UNITS

Schedules and performs regular maintenance and/or housekeeping inspections of housing units, checking for major maintenance problems such as plumbing, electrical, heating and air conditioning, and appliance malfunctions.

Levels of Performance

Select the Level of Performance that best describes your claim.

- (A) I have experience in scheduling and performing regular maintenance and inspections of plumbing, electrical, heating and air conditioning systems, and malfunctioning appliances.
- (B) I have experience inspecting and performing maintenance on at least 2 of the systems listed in (A) above.
- (C) I have experience inspecting and performing maintenance on at least 1 of the systems listed in (A) above and/or I have experience working in any of the construction trades (Carpentry, Electrical, Plumbing, etc).
- (D) I have no experience related to this work behavior.

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

WORK BEHAVIOR 2 - INVESTIGATES CONDITIONS/PROBLEMS WITHIN HOUSING UNITS

Investigates housekeeping, cleanliness, and sanitary condition problems that are referred to you by management and/or other public officials.

Levels of Performance

Select the Level of Performance that best describes your claim.

- (A) I have experience investigating housekeeping, cleanliness, and sanitary conditions of public housing units and/or Section 8 Housing Units.
- (B) I have experience investigating problems in one of the areas listed above and/or experience investigating any type of construction/code problem for a private rental property.
- (C) I have no experience related to this work behavior.

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

WORK BEHAVIOR 3 - REVIEWS AND SUBMITS REPORTS

Reviews and submits reports of inspections and work to be completed before housing units are to be leased/rented, when a tenant vacates a unit, and/or when an emergency occurs; notes repairs to be made; schedules and/or suggests necessary preventive maintenance for public housing agencies; estimates repair costs; and determines responsibility for the costs.

Levels of Performance

Select the Level of Performance that best describes your claim.

- (A) I have experience reviewing and submitting reports of work to be completed before leasing or renting housing units. This experience must include estimating repair costs and determining responsibility for payment.
- (B) I have experience reviewing and submitting reports of work to be completed before leasing or renting housing units. This experience does not include estimating repair costs and determining responsibility for payment of repairs.
- (C) I have experience reviewing and submitting reports of work to be completed for related areas such as rehabilitation projects, building codes, fire and safety, etc.
- (D) I have no experience related to this work behavior.

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

WORK BEHAVIOR 4 - INSPECTS AND EVALUATES DWELLINGS

Inspects and evaluates dwellings for public and/or Section 8 housing units in the areas of unit size, adequacy of the utility systems, safety precautions, appliances, physical condition of walls, ceilings and floors, etc., structural and material contents, and the condition of neighborhood site.

Levels of Performance

Select the Level of Performance that best describes your claim.

- (A) I have experience inspecting and evaluating dwellings for public housing agencies in the areas of unit size, adequacy of the utility systems (water, electrical, sewer, etc.), and for safety, fire, and code violations.
- (B) I have experience inspecting and evaluating public housing prior to rental for physical condition **or** for safety and fire code violations.
- (C) I have experience inspecting and evaluating private rental properties for the adequacy of the utility systems (water, electrical, sewer, etc.), physical condition, and/or safety, fire, and code violations.
- (D) I have no experience related to this work behavior.

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

WORK BEHAVIOR 5 - CONSULTS WITH LANDLORDS AND/OR TENANTS

Consults with landlords and/or tenants as necessary to effectively complete inspections or meet requirements of HUD Housing Programs (of public and Section 8 housing agencies).

Levels of Performance

Select the Level of Performance that best describes your claim.

- (A) I have experience consulting with landlords and/or tenants in order to complete the required inspections to determine if the units meet the requirements of public housing and Section 8 agencies.
- (B) I have experience managing rental properties and/or inspecting rehabilitation projects.
- (C) I have experience inspecting rental properties for code violations and/or fire and safety regulations.
- (D) I have no experience related to this work behavior.

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

WORK BEHAVIOR 6 - PREPARES NOTICES AND CORRESPONDENCE

Prepares necessary paperwork for public and/or Section 8 housing agencies relative to the inspection process such as notices to residents and landlords, memos and correspondence on inspections, and actions to be taken by management and tenants.

Levels of Performance

Select the Level of Performance that best describes your claim.

- (A) I have experience preparing paperwork for public housing agencies relative to the inspection process of public housing agencies and/or units.
- (B) I have experience preparing paperwork for rehabilitation projects, code violations, and fire and safety inspections.
- (C) I have experience managing rental properties which includes preparing notices and correspondence to tenants.
- (D) I have no experience related to this work behavior.

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

Supplement # 2009-063-1

Social Security Number

I understand this Supplement and all additional sheets constitute part of my Civil Service Application for Employment/Promotion. If requested, I will provide documentation and the names, addresses, and phone numbers of persons who can verify the validity of the claims I make in this Supplement and the information reported as part of the Application.

Printed Name of Applicant

Date

Signature of Applicant

() _____
Home Phone Number

Street Address

() _____
Daytime Phone Number

City

State

Zip Code

E-Mail Address