

Adam Crossett

Building Inspector
ICC B1 Certified

Adam Crossett



Skills

Customer Service, Problem solving, Organization, Troubleshooting, Time Management, Working Independently, Writing/Communication, Attention to Detail, Microsoft Office, Tyler Technologies, Munis Framing/Subfloor Construction, Finish Carpentry, Steel Fabrication, MIG Welding, Painting

Experience

City of Iowa City / Residential Building/Housing Inspector

September 2019 - PRESENT, Iowa City, IA

- Document non-compliant items and building and housing code violations regarding specific rental properties and inspections. Read and interpret site plans and floor plans for code compliance. Provide reports of specific violations to the property manager(s) or owner(s). Answer any questions about reports or violations. Set deadlines for compliance to be met. Perform follow up inspections to confirm corrections.
- Conduct funding and program based inspections for Healthy Homes program & HUD/Section 8 Housing Assistance program. Perform lead paint hazard assessments in pre-1978 homes with residents 5 years of age or younger during HUD/Section 8 Housing Assistance inspections.
- Serve as liaison or point of contact for public education and questions concerning housing code enforcement details, inspections, procedures, specific inspections and rental properties. Offer details of any public resources available, when applicable, relevant or possible.
- Learn and study local and international codes and ordinances while maintaining individual certifications for B1 Building Inspector (International Code Council) and Lead Paint Inspector/Risk Assessor (Iowa Department of Public Health).
- Issue notices of violation, fines and citations when compliance is not met. Condemning individual units and/or buildings when determined to be necessary.
- Testify and present evidence as representative of the City of Iowa City in court cases and matters related to code enforcement.
- Healthy Homes Project Manager - Provide targeted recommendations towards rehabilitating dilapidated homes to improve the air quality and cut down on Emergency Dept. visits for individuals with lung diseases. Process/accept bids for Healthy Homes rehabilitation projects and enter invoices into Munis software.

University of Iowa Community HomeCare / Reimbursement Coordinator

November 2017 - September 2019, Iowa City, IA

- Establish and maintain relationships with third party payors, including remaining current on the industry and major payer activities and directives for Iowa
- Follow Financial Policy Guidelines
- Update price matrices and fee schedules
- Assure that dates of service, orders, and admission forms are present, complete and accurate prior to billing (SMNs, DIFs, PAs)
- Check insurance network eligibility and obtain prior authorizations
- Submit claims in a timely manner
- Monitor accounts receivable
- Interact with other Home Care Staff and clients to identify and resolve reimbursement issues and questions

- Perform Collections

University of Iowa Community HomeCare / Inventory Specialist

September 2015 - November 2017, Iowa City, IA

- Coordinate shipments of medical supplies and equipment to patients
- Use electronic health record to track deliveries and needs
- Access Epic to determine patient status in the hospital and ensure supplies meet health needs
- Requires excellent written and verbal communication skills with regular phone calls, emails, regular mail, texts, etc. with patients
- Requires basic knowledge of HIPAA law
- Work with little supervision in a collaborative manner

University of Iowa Dance and Opera Production Unit / Production Assistant & Carpenter

December 2010 - May 2014, Iowa City, IA

- Build elaborate sets for opera and dance productions at various venues
- Use/Interpret CAD drawings for construction
- Large scale steel fabrication adhering to strict tolerances
- Provide functional supervision and instruction over other students
- Work independently with minimal instruction

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Education

University of Iowa / Bachelor of Arts Health and Human Physiology

August 2009 - December 2013, Iowa City IA
