

PROPERTY MAINTENANCE INSPECTOR

The City of North Olmsted's Building Department is seeking a Full-Time Property Maintenance Inspector. The starting salary and job description are listed below. Qualified candidates may mail, email or fax their resume, salary history, references, and a completed City application located on the City's website under Human Resources Dept., by December 23, 2016.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
Fax: 440-777-4332
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EOE**

CITY OF NORTH OLMSTED JOB DESCRIPTION

GENERAL DESCRIPTION:

Under direction of the Building Commissioner, performs property maintenance inspections; interprets and enforces City property maintenance codes; prepares and maintains related records; maintains personal and professional competence and awareness.

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma or GED, with training and/or work experience which evidences a thorough knowledge of property maintenance code and inspections. Must possess a valid State of Ohio motor vehicle operator's license. A Residential Building Inspector Certificate from the Ohio Board of Building Standards is preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, camera, personal computer, printer, copy machine, fax machine, and other standard business office equipment (includes software).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee may be exposed to potentially dangerous situations; is frequently exposed to hot, cold, wet, humid and windy weather conditions; is occasionally exposed to hazardous driving conditions; is occasionally exposed to shaking objects or surfaces; is exposed to dust and dirt; may occasionally encounter hostility from the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 40-60% 1. Performs field inspections and regular inspections of residential and commercial property and enforces both property maintenance code and zoning code regulations; attempts to resolve violations with property owners.
- 20-30% 2. Prepares property maintenance enforcement actions; drafts correspondence to residents, business owners, and tenants; etc.
- 15% 3. Communicates with citizens, realtors, landlords, and others regarding interior and exterior property enforcement issues.
- 5% 4. Maintains files and records related to enforcement actions and violations; tracks violations; prepares and maintains inspection reports; issues citations; takes action necessary to abate nuisances; prepares reports or other documentation; communicates with public regarding property maintenance requirements; attends court hearings.
- 0-5% 5. Files paperwork according to department policies and procedure.
- 6. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
- 7. Demonstrates regular and predictable attendance.
- 8. Maintains required licensures and certifications.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% 1. Performs other duties as assigned by the Building Commissioner or Assistant Building Commissioner.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City goals and objectives*; City policies and procedures*; safety practices and procedures; City property maintenance codes and regulations; public relations; English grammar and spelling; records management; inspection techniques, code enforcement procedures.

Skill in: Map interpretation; computer operation; use of modern office equipment; motor vehicle operation; use of bench and/or hand tools.

Ability to: deal with problems involving several variables within familiar context; complete routine forms; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; recognize errors and make corrections; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public; gather, collate, and classify information; maintain record according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site; read building site plans.

POSITIONS DIRECTLY SUPERVISED: None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

Salary Range

\$42,993.60 - \$54,475.20 depending on qualifications and experience.