

**CITY OF NORTH OLMSTED
PART-TIME PROPERTY MAINTENANCE INSPECTOR**

The City of North Olmsted Building Department is seeking a Part-Time Property Maintenance Inspector. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department by June 24, 2022.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Under direction of 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. 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**

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

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.
2. Prepare property maintenance enforcement actions; draft correspondence to residents, business owners, and tenants; etc.
3. Communicates with citizens, realtors, landlords, and others regarding interior and exterior property enforcement issues.
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 public nuisances; prepares reports or other documentation; communicates with public regarding property maintenance requirements; attends court hearings.
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:

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, Munis Building Modules.*

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.

Starting Salary Range

\$9.30 per hour - \$36.27 per hour