

CITY OF BAY VILLAGE JOB DESCRIPTION

JOB TITLE: Property Maintenance Inspector

SUPERVISOR: Mayor

FLSA STATUS: Non-Exempt

SCHEDULE: Normal Hours (M-F)

DATE: May 17, 2021

JOB SUMMARY: Reporting to the Building Director this position is responsible for managing and administering the City's code enforcement program for residential and commercial properties to ensure compliance with State and Municipal codes and ordinances.

ESSENTIAL JOB FUNCTIONS:

Determines and schedules areas to be inspected, conducts on-site inspections and re-inspections, notes potential violations, researches to confirm violations, issues violation notices, recommends corrective action for compliance including time frame and follows-up to ensure recommendations are completed including attending court proceedings, if necessary.

Responds to complaints regarding possible code violations, verifies property ownership, performs on-site inspections, determines validity of complaint/code violation, issues violation notice(s), recommends corrective action including time frame for completion, reviews and discusses with owners to achieve compliance and follows-up to ensure compliance, including attending court proceedings.

Attends and testifies on the City's behalf during court proceedings involving code violations.

Conducts inspections and re-inspections of city sidewalks in the public right-of-way, determines compliance with City guidelines for unevenness, cracking and trip hazards. Notifies owners of required corrective action and time frame for completion, marks and determines square footage for billing purposes if repairs are done by City crews and follows-up to ensure compliance.

Conducts inspections on rental properties within the City; documents and conducts follow-up inspections, addresses property maintenance related landlord and tenant concerns and maintains rental property records.

Meets and/or corresponds with property owners as needed to address/respond to inquiries, problems concerns, issues etc. relative to the interpretation, application and enforcement of Property Maintenance, City and State Zoning Codes and regulations.

Consults with other City Officials and makes recommendations relative to developing strategies, policies and procedures and other matters related to code enforcement. Coordinates code enforcement with other City departments and other governmental agencies (ie. Cuyahoga Soil and Water Conservation District), as necessary.

Develops, maintains and distributes as necessary, records, reports, complaints, violations, citations, photos, correspondence and all other documents pertaining to the City's code enforcement functions.

Attends various seminars, conferences, work-shops, classes, etc. to enhance and/or maintain job knowledge and skills and for purposes of maintaining required State licenses and/or certifications.

Attends, participates and/or conducts meetings, hearings, etc. as needed and/or required.

Performs other duties as may be assigned and/or required.

REQUIRED EDUCATION, BACKGROUND, KNOWLEDGE AND ABILITIES

5-7 years of work experience in government code enforcement or a closely related field such as construction or law enforcement. State of Ohio Residential Building Inspector certification(s) preferred.

Required Knowledge, Skills and Abilities:

Rules, regulations, directives and all general work methods, policies, procedures and City and State Ordinances, Zoning and Residential Building codes related to the City's code enforcement functions.

City geography, streets, buildings/properties, infrastructure, land, etc.

City operations and organizational structure.

Construction/construction materials, safety, inspection and related knowledge, principles, practices and techniques.

Computer software including Microsoft Office (Word, Excel, Outlook, etc.), iWorQ system, photography equipment and ability to operate same including modern standard office equipment (phones, copier, fax, scanner, printer, etc.).

Ability to establish and maintain effective working relationships and credibility with other City employees/officials/residents/outside professionals/contractors, and other government agencies and communities.

Ability to recognize conditions that constitute code violations in the City of Bay Village.

Ability to tolerate and navigate various working and weather conditions (ie. heights, fluctuating temperatures, narrow, open, congested, dirty, dusty areas, etc.).

Ability to communicate effectively in written and verbal forms and effectively respond to internal and/or external inquiries, complaints and/or personal situations in a professional.

Ability to understand and follow verbal and written instructions and directives.

Ability to maintain confidentiality and handle issues with discretion and sound judgment.

PHYSICAL REQUIREMENTS OF THE JOB:

ACTIVITY	FREQUENCY OF ACTIVITY	ITEMS/WEIGHT INVOLVED	MACHINES/TOOLS
Lifting	occasionally	equipment/tools/supplies (50# max.)	
Carrying	occasionally	same as above	
Reaching	occasionally		
Climbing	occasionally		
Bending	occasionally		
Squatting	occasionally		
Pushing/Pulling	occasionally		
Twisting/Turning	occasionally		
Keyboarding	frequently		computer keyboard
Sitting	frequently		
Standing	frequently		
Walking	frequently		
Crawling	rarely		
Running	rarely		

