

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer
POSITION DESCRIPTION

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Employee Name:		Position Title:	Property Maintenance Inspector
Class Number:		Class Title:	
Dept./Div.:	Building Department	Employment Status:	Part-time
Reports to:	Building Official	FLSA Status; Pay:	Nonexempt
Normal Hours:	8:00 a.m. – 12:00 p.m.	EEO Status:	
DOT (closest applicable number):			

QUALIFICATIONS:

Completion of secondary education or equivalent; experience or education in the areas of investigation, technical writing, and human relations; Requires minimum of 1 year experience in code enforcement or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the Municipality's vehicle insurance policy. Certification as a property maintenance inspector or State of Ohio Building inspector desirable.

EQUIPMENT OPERATED:

Automobile, tape measure, digital camera, level, architect/engineer ruler, cellular phone, personal computer, computer software, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, unclean or unsanitary conditions, electrical shock; exposed to possible injury from falling from high places; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; occasionally lifts objects 50 lbs or less; occasionally carries objects 50 lbs or less; occasionally pushes objects 50 lbs or less; occasionally pulls objects 50 lbs or less.

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 45% (1) Performs routine and/or requested inspections of commercial and residential properties in order to ensure compliance with applicable codes and regulations; Notify owners of violations found as prescribed in the administrative procedures of the codified ordinances; work in cooperation with other departments or agencies to promote health, safety and environmental awareness in the City.
- 30% (2) Provides information to the general public and property owners on property maintenance codes and interpretations of such codes, receives and responds to complaints or inquiries from citizens, attorneys, government officials, and others regarding property maintenance issues; Research and link residents in need of assistance to outside agencies and local organizations to promote and ensure compliance to health, safety and environmental ordinances. Serves as liaison with the general public for animal control issues.
- 15% (3) Enters and retrieves data from the departmental database; Prepares and issues citations and presents cases before judicial hearings; researches ownership data through various forms of legal documentation.
- 10% (4) Prepares and maintains records, reports, and other documentation related to the code violation investigation.
- (5) Maintains contact with architects, developers, building owners, attorneys, general public, contractors, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.
- (6) Maintains required licensures and certification.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

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OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: International Property Maintenance Code; structural design principles; local and state zoning/building code; building/property inspection techniques; *municipal goals and objectives; *municipal policies and procedures; *personnel rules; *rules and regulations; workplace safety practices and procedures; government structure and process.

Skill in: computer operation; use of modern office equipment; motor vehicle operation; inspection and investigation techniques.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving several variables within familiar context; understand, interpret, and apply property maintenance codes; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED: NONE

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

Developed by:
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Dublin, Ohio 43016

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