

51471 – PROPERTY MAINTENANCE INSPECTOR (PART-TIME)
CITY OF PARMA
289 – BUILDING DEPARTMENT

JOB SUMMARY

The **Property Maintenance Inspector (Part-Time)** is responsible for the enforcement of the Codified Ordinances in regards to residential and commercial property maintenance. The incumbent works under the direct supervision of the Building Official. This position is “Unclassified” (not classified) within the civil service of the City of Parma.

WORK ACTIVITIES

Inspection Duties

- Issues *Summons and Complaints* to code violators*
- Performs commercial and residential property maintenance inspections initiated by complaints and/or walk by inspections*
- Performs annual rental and apartment inspections and prepares appropriate documentation+
- Responds to public inquiries regarding Property Maintenance Code*
- Uses independent judgment to determine the existence of property maintenance code violations and drafts *Notice of Violation* as necessary*
- Performs all other related duties as assigned+

*Denotes Essential Job Functions

+Denotes Essential Job Functions, Scheduling Accommodations Possible

TOOLS AND EQUIPMENT USED

- Dispatch Radio
- Tape Measure
- General Office Equipment (i.e., calculator, computer, copy machine, fax machine, telephone, etc.)
- Camera
- Personal Protective Equipment (i.e., mask, goggles, gloves)

JOB CONTEXT

The **Property Maintenance Inspector (Part-Time)** generally works 20-30 hours per week scheduled between 8:30a.m. and 4:30p.m., Monday through Friday. This position is part-time and operates 12 months a year. Regular and predictable on-site attendance is an essential job function. The **Property Maintenance Inspector (Part-Time)** performs his/her duties in a variety of environments due to the nature of the job. The position requires physical activity and

mobility, including an extensive amount of walking during the summer months. Some of the duties are of a confidential nature due to the prosecution of violations.

JOB QUALIFICATIONS

Upon hire, a Property Maintenance Inspector must have:

- A high school diploma or equivalent
- A valid State of Ohio driver's license
- A current State of Ohio Residential Building Inspector Certification or higher State of Ohio Board of Building Standards Certification (*Preferred*)
- At least two (2) years property maintenance or building inspection experience
- Excellent communication skills and a professional temperament
- Ability to use independent judgment to perform the task at hand
- Understanding the use of the following office equipment: calculator, computer, copy machine, dispatch radio, fax machine, telephone

After hire, a Property Maintenance Inspector must have:

- A thorough knowledge of Building Department procedures
- A thorough understanding of the Property Maintenance Codes and a familiarity with all other Codified Ordinances
- Must obtain an International Code Council Property Maintenance Inspector Certification within twelve (12) months from the date of hire
- Knowledge of the City of Parma geography
- Proficiency in the use of the following office equipment: calculator, computer, copy machine, dispatch radio, fax machine and telephone

In accord with the Collective Bargaining Agreement between the City of Parma and AFSCME Local #3924 which expires on December 31, 2017, the annual hourly rate is \$18.81. The City of Parma is an equal opportunity employer.

The promotional probationary period shall be 60 days in accordance with the above referenced Collective Bargaining Agreement. The new hire probationary period is one year.

Applications may be obtained from the City of Parma Human Resources & Purchasing Department at Parma City Hall, 6611 Ridge Road, Parma, Ohio. An application can also be found on the City's website under the Human Resources tab: http://cityofparma-oh.gov/pdf_Parma/en-US/ParttimeApp.pdf. A resume is required. Applications and resumes shall be submitted after completion to the City of Parma Human Resources & Purchasing Department. This position will remain open until filled.