

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into between the City of Parma, Ohio ("the City") and the American Federation of State, County and Municipal Employees, Local 3924, Ohio Council 8 (the "Union"), collectively known as the "Parties", concerning the creation of a new bargaining unit position.

**WHEREAS**, the Parties entered into a collective bargaining agreement covering terms and conditions of employment for the years 2021-2023;

**WHEREAS**, the Parties share a collective interest in avoiding subcontracting work and, consistent with Article 2, Recognition and Article 16 of the existing Collective Bargaining Agreement, agree to the addition of a new position of SYSTEMS ADMINISTRATOR / PROPERTY MAINTENANCE INSPECTOR;

**WHEREAS**, in recognition of these factors and for the remainder of the life of this CBA, the parties agree to the following:

**THEREFORE**, the Parties agree to the following:

1. The parties agree to add the position of **SYSTEMS ADMINISTRATOR / PROPERTY MAINTENANCE INSPECTOR** ("The Position") into the bargaining unit and related wage appendix in accordance with Article 2, Recognition and Article 16, New and Changed Jobs of the AFSCME (City Hall unit) labor agreement.
2. There will be one (1) Systems Administrator / Property Maintenance Inspector position.
3. The Position will be posted consistent with the attached Exhibit A, SYSTEMS ADMINISTRATOR / PROPERTY MAINTENANCE INSPECTOR job description and posting.
4. If an employee within the Building Department is promoted to The Position, it will create a vacancy, and, if the City determines to fill the vacancy, the vacant position will be filled in accordance with the relevant provisions of the collective bargaining agreement.
5. The Position shall be paid according to the following:
  - a. While performing the inspection duties as described in Exhibit A, the employee holding The Position shall be reimbursed in accordance with the pay structure of the Property Maintenance Inspector in the existing collective bargaining unit.
  - b. While performing the system administrative duties as described in Exhibit A, the employee holding The Position shall be reimbursed at the following rate/schedule: \$31.00 per hour.
  - c. Consistent with the terms of this MOU, the City will determine the manner and method by which The Position hours and type of work are tracked for purposes of wage determination.



- 6. The parties will mutually petition the State Employee Review Board (SERB) to include the newly created position in the Bargaining Unit.
- 7. This agreement will terminate on December 31, 2023, unless extended by mutual written agreement of the Parties.

For AFSCME:

Jeanne Cushman 6/28/23      Mike Piepsny 7/17/23  
Jeanne Cushman, President      Date      Mike Piepsny, Union Rep      Date

For City of Parma:

Tim DeGeeter 6.28.23      Bob Coury 6-28-23  
Mayor Tim DeGeeter      Date      Bob Coury, Safety Director      Date

## Exhibit A

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**SYSTEMS ADMINISTRATOR / PROPERTY MAINTENANCE INSPECTOR**  
**CITY OF PARMA**  
**015 – BUILDING DEPARTMENT**

### JOB SUMMARY

The **Systems Administrator / Property Maintenance Inspector** shall perform professional, administrative, record management and other software support, report generation and support, software staff training, and oversight of Property Maintenance Program and Building Department software management. The incumbent must exercise tact in dealing with the general public, citizens, developers, contractors, staff and public officials.

The Systems Administrator / Property Maintenance Inspector works under the direct supervision of the Building Commissioner and takes direction from the Assistant Building Commissioner in the enforcement of the City of Parma Codified Ordinances governing maintenance, rentals, zoning, and licensing for all property types. Performance of the core objectives of the position are essential job functions. This position is “Unclassified” (not classified) within the Civil Service of the City of Parma.

### WORK ACTIVITIES

#### System Administrative Duties

- Plans and conducts training of Building Department staff in the use of Building Department’s record management program and other software and related office policy and protocols\*
- Assists in the oversight of the Rental Registration, Multiple Family and Vacant/Foreclosed Properties Programs\*
- Provides direction to staff in relation to Building Department record management and other software\*
- Gathers Building Department data and generates advanced reporting of statistical information and other data including year-end operational reporting, and responds to related reporting requests from the administration or as otherwise required\*
- Reviews, modifies, develops, implements, and maintains Building Department’s record management software upgrades and changes including necessary oversight of and collaboration with record management software vendor; assists in the development of associated office software policy and protocols \*
- Oversees the preparation of license, rental, vacant, registration and other types of renewals including required notifications of same \*
- Provides information and technical assistance to staff, analyzes problems, and initiates problem resolution\*
- Assists in the procurement and management of Building Department record management and other software\*
- Performs all other related duties as assigned+

#### Inspection Duties

- Inspects structures and properties to determine compliance with maintenance regulations\*
- Processes complaints and handles inquiries related to property maintenance, rental registration, zoning compliance and licensing.
- Inspects rentals to determine compliance of rental registration program regulations and standards\*
- Records inspection information, registration compliance, and licensing compliance, including inspection photos and findings into the Building Department record management system\*
- Identifies all violations upon inspection, maintains records, and schedules follow-up inspections for determination of compliance\*
- Issues citations and prepares court case files to be sent to Parma Municipal Court\*
- Prepares information for court cases pending in the Prosecutor's Office\*
- Enforces the Codified Ordinances of the City of Parma\*
- Takes complaints from the public, and explains codes, laws, and regulations to the public, contractors, and City officials\*
- Prepares clear and concise correspondence communicating their work and findings as needed\*
- Performs other duties and inspections as directed\*
- Maintains and updates the Building Department record management system, including contractor information, daily inspection reports, violation notices, court status information, and additional information as needed\*

\*Denotes Essential Job Functions

+Denotes Essential Job Functions, Scheduling Accommodations Possible

### **TOOLS AND EQUIPMENT USED**

- General Office Equipment (i.e., Calculator, Computer, Copy Machine, Fax Machine, Telephone, Mobile / Cell Phone, Tablet, Printers, Dispatch Radio, etc.)
- Field Equipment (i.e., Digital Camera, Scale, Tape Measure)
- Personal Protection Equipment (i.e., Mask, Goggles, Gloves, Safety Glasses, Hard Hat, Protective Coveralls, Rubber Boots, Shoe / Boot Covers, etc.)
- City Vehicle

### **JOB CONTEXT**

The **Systems Administrator / Property Maintenance Inspector** works a 35-hour week from 8:30a.m. until 4:30p.m. Monday through Friday, this includes one (1) unpaid hour for lunch. This position is full-time with benefits and operates 12 months a year. Regular and consistent on-site attendance is an essential job function.

The **Systems Administrator / Property Maintenance Inspector** works within a temperature-controlled environment. The incumbent 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. The incumbent will operate office equipment which requires continuous and repetitive arm, hand, and eye movement. The environment has the potential to be crowded and noisy with a lot of interaction with the public. This position has the potential for having a high level of stress due to dealing with the public, assistance in the prosecutorial process related to property maintenance violations, system troubleshooting, and implementing critical and time sensitive software upgrades. Some duties of the incumbent are of a confidential nature due to the prosecution of violation notices and maintaining the confidences of the Building Commissioner.

Additional hours during the week, inclusive of weekends, may be required with little or no notice.

Mobility around City Hall and to outside sites is required.

### **JOB QUALIFICATIONS**

**Upon hire, a Systems Administrator / Property Maintenance Inspector must have:**

- A high school diploma or equivalent
- At least two (2) years of code or law enforcement experience, property maintenance code enforcement experience or building code enforcement experience (Preferred)
- At least two (2) years training experience (Preferred)
- At least two (2) years of software implementation or dedicated support.
- The ability to navigate and comprehend local planning, zoning, and property maintenance codes.
- The ability to operate computers and software at a high level, navigate the internet, use general office equipment, including software such as, but not limited to Microsoft Office Suite, Excel, the Building Department record management system, and other programs.
- Excellent written and spoken communication skills and a professional temperament.
- The ability to establish and maintain good working relationships with the public, local business owners, contractors, staff, and City officials.
- Effective communication skills and a professional temperament
- The ability to conduct themselves in a professional, courteous, impartial, responsive, and cooperative manner.
- Must have a valid Ohio driver's license and insurable driving record.
- While performing the essential functions of this job, the incumbent is regularly required to ascend and descend stairs, climb ladders/scaffolding and ramps; maintain body equilibrium to prevent falling when walking, standing, or crouching.

**After hire, and within 6 months of requisite training the Systems Administrator / Property Maintenance Inspector must have:**

- A thorough knowledge of departmental procedures and internal workings of the Building Department
- A thorough understanding of the City's Zoning map.
- A thorough understanding of the Property Maintenance, Building and Zoning Ordinances
- Proficiency in the use of the aforementioned office equipment and software
- Advanced knowledge of the Building Department record management system which includes: upgrading application modules, creating, and maintaining reports, training personnel, creating forms and reports.

The salary range for the position of Systems Administrator / Property Maintenance Inspector is as follows: 1) while performing the above listed inspection duties, employee shall be paid in accordance with the hourly pay structure of the Property Maintenance Inspector in the relevant collective bargaining unit, and 2) while performing the above listed system administrative duties, the employee shall be paid \$31.00 per hour.

The City of Parma is an equal opportunity employer. The new hire probationary period is one year. To apply for this position, please complete an electronic application online using the link provided below. Please use a desktop or laptop computer to apply. Do not use a cell phone or tablet. You will be prompted to create a user profile prior to submitting your application. A resume is required. The application deadline is 4:00pm on \_\_\_\_\_.

<https://parma.cloud9.innoprise.com/citizenaccess/>

**015-51683/Created031023;031323**  
**BUILDING 6/27/23**