

POSITION: Property Maintenance Inspector (Part-Time)
REPORTS TO: Walnut Township Trustees
DATE: September 1, 2020

General Description:

This is a contract part-time position under the direction of the Township Trustees responsible for property maintenance code inspection and enforcement work ensuring compliance with Walnut Township Resolution 14-2020. Work involves inspecting properties in accordance with the Resolution for property maintenance violations, and as necessary, the issuance of warnings or citations to achieve compliance with the adopted resolution.

The Trustees have adopted priority-based enforcement of Resolution 14-2020 in order to address the more egregious violations within the Township as first priority.

The work will also be performed within the parameters of the Township budget as adopted by the Trustees and as such, any work performed outside of the budget must be approved by the Board of Trustees.

Duties and Powers:

The Property Maintenance Inspector is authorized to enforce the provisions of the Property Maintenance Resolution.

Job Duties:

Essential Functions:

- Performs exterior property maintenance inspections and re-inspections of all existing commercial and residential properties within the unincorporated areas of the Township with no supervision.
- Organizes own work, sets priorities and meets critical deadlines.
- Prepares reports to the Trustees and maintains records as assigned.
- Responds to resident inquiries and complaints.
- Follows appropriate safety practices and procedures while conducting inspections.
- Issues warnings and citations and appears in court as necessary to testify regarding violations while maintaining records of court complaints and the disposition of cases.
- Provides effective and efficient customer service and maintains responsive community relations.
- Must possess the ability to interpret codes.
- Develops legal cases with legal staff in code enforcement proceedings.

Environmental Factors:

- The work environment includes field visits to residential and commercial properties throughout the Township.
- While performing the duties of this job, the employee occasionally works in outside and extreme weather conditions. The employee occasionally works in high, precarious

places and is occasionally exposed to wet and/or humid conditions. The employee could also be exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It will be the responsibility of the employee to identify and avoid dangers and take appropriate precautions and utilize appropriate personal protection equipment as the situation dictates.

Physical Requirements:

- Must be able to regularly walk through various areas at building sites and the outdoors while performing assigned functions.
- Must be able to stand, walk, climb, stoop, kneel or crouch while conducting inspections.
- Must have hand dexterity and manipulation at various postures in order to perform essential functions including computer work, and overhead reaching.
- Must have vision abilities that include close vision, distance vision, depth and the ability to adjust focus.
- May be required to lift up to 40 pounds to uncover violations.
- Reasonable accommodations may be made to enable individuals with ADA disabilities to perform essential functions.

Office and Equipment:

Work from home with own phone, computer or laptop and software.

Travel:

Utilize Township vehicle to conduct inspections and to carry out the duties of the position.

Essential Knowledge, Skills and Abilities:

- Ability to interpret codes and resolutions.
- Ability to apply and administer the codes and regulations of the Township firmly, tactfully and impartially.
- Ability to establish and maintain effective working relationships with property owners, tenants, contractors, Township staff and the public.
- Ability to organize, prioritize and schedule time and goals.
- Ability to express ideas clearly and concisely, both orally and in written form.
- Ability to use a computer for the creation and maintenance of records and reports using Microsoft Office and other software programs.
- Ability to operate smartphones, tablets, and other mobile devices.
- Ability to successfully work with all Township departments and the public in a helpful, polite, tactful and efficient manner.

Position Requirements:

- High school diploma or equivalent.
- Valid Ohio Driver's License.
- Prior experience working with the public.
- 2 years of property maintenance enforcement experience or a comparable combination of related experience.
- Knowledge of principles and practices of property maintenance and/or building codes

and enforcement a plus.

- Knowledge of methods, materials and techniques involved in general building construction to recognize possible defects.

Compensation:

Compensation is negotiable, dependent on skills and qualifications of the candidate and will be discussed with the candidate during the interview process. No benefits will be offered.

Apply to:

Walnut Township Trustees - contact@walnutwp.com

Include:

- Resume'
- Cover Letter with a narrative of your experience and why you would be a good fit for this position.