

City of Bradford

POSITION TITLE: Property Maintenance Inspector - Job description

DEPARTMENT: Department of Property Maintenance and Inspection

REPORTS TO: City Administrator, City Councilman over the Dept. and DPMI Director

WORKS WITH: Other Inspectors and Code Officials, DPMI Administrative Assistant, other city departments and Authorities as necessary and City Council.

UNION AFFILIATION: None- Non-Uniformed Personnel Plan

HOURS OF WORK: Monday - Friday 8:00 AM - 4:30 PM

The Property Maintenance Inspection Officer is in the Department of Property Maintenance and Inspection

Job duties include but are not limited to the following:

- Attain and maintain certification in the International Property Maintenance Code and other codes pertinent as required.
- Perform inspections both scheduled, requested and follow up inside and out, of designated structures, as it relates to the established codes under this departments jurisdiction.
- Perform inspection sweeps in designated areas of the city and take any necessary actions generated out of these inspections.
- Perform inspections on rental and non-owner-occupied residential units. Follow up, re-inspect and or discharge actions as necessary.
- Investigate code violation complaints, document and take appropriate actions.
- Perform inspections, issue reports, warnings, tickets and or citations for violations regarding the established codes in writing to the property owners and document the same into the property based data base provided by the city.
- Learn and maintain the necessary knowledge to properly administer the City's ticketing program for code violations.
- Learn and maintain the necessary knowledge to effectively pursue the issuance of citations from the District Magistrates Office and follow up on the required administration of any court orders. Provide all necessary court testimony and or documents as required or requested by the courts.
- Work with the City Solicitor, Special counsel and the City Administrator in addressing all legal matters arising out of the enforcement of the codes and administration of this department.
- Work with the Appeals Board regarding the appeals filed by owners. Provide documentation necessary or requested to allow the Board to effectively decide. Follow up on any decisions of the Board of Appeals when required.
- Learn and administer the use of the data and mapping based system provided as the technologies for this department. Assist the city or their designee regarding necessary work or duties regarding maintenance and support of the technologies the department uses.

Work with City Hall, their designee and other City departments to create and maintain a database of all city properties with emphasis on non-owner occupied properties in the city.

- Maintain data base for each property, documenting all inspections, follow up activity and the legal actions taken in the addressed based data system provided.
- Work with DPMI staff to establish procedures for annual property registration to all known rentals and non-owner occupied units and monitor payment of registration fees.
- Monitor registration and maintenance of database. Confirm receipt and documentation of the fees in the system and following up on those that did not comply.
- Work with all property owners and occupants in a professional manner, promoting fair and consistent enforcement of all codes.
- Give proper referrals to other city departments regarding permits and other necessary services or to outside services when appropriate.
- Contact other city departments when discoveries are made that may impact or involve these other departments.
- Manage the use of and ordering of the required uniforms, office related products and supplies that are utilized by the department in accordance with current purchasing guidelines, policies or regulations that are necessary to effectively administer the department.
- Management of the use and maintenance schedule of City owned vehicles and equipment.
- Other duties as assigned.

Minimum Qualifications:

High School Diploma or equivalent required.

ICC Property Maintenance or other Housing Inspection Certification preferred.

(Additional certification could be required.)

Computer proficiency and familiarity with tablets, digital cameras, cell phones and other technology.

Desired Qualifications: An Associate degree from a school, college or university in a related field or certification relating to the duties of the department. Knowledge of local government services, municipal code and ordinances. Knowledge of computers and software including Microsoft, Windows, Office, Word, Excel and other data based systems.

Additional Special Skills:

- Excellent oral and written communication skills including accurately recording information and data in precise written forms as well as entering raw data into computer programs. Attention to details regarding the operation of the data systems.
- Must be able to work in a structured but fast paced environment.
- Capability of identifying and interpreting information needed by others for the effective actions and resolution.
- Ability to deal in a fair, consistent and courteous manner, effectively communicate necessary information to a variety of individuals in a timely manner.

- Proficient in researching, gathering and interpreting information and documents and process complex information in a thoughtful and timely manner.
- Recognize, maintain and safeguard sensitive or confidential information from intentional or unintentional disclosure.
- Propensity to set and accomplish goals that support and advance the department.
- Comprehend and learn existing policies and procedures and be able to conceptualize and implement new policies and procedures.

Experience:

- Prior experience in a related field or similar occupation.
- A minimum of two years construction experience, related certifications / coursework and demonstrated familiarity with building construction and maintenance preferred.
- Must possess a valid Pennsylvania Class C driver's license with no current citations or actions that would result in a revocation or suspension.

PHYSICAL DEMANDS:

- Sitting:** May be constant throughout the shift, up to 7 1/2 hours, dependent on the amount of daily job activities that occur. Sitting would occur both within the car, as well as in the office to complete paperwork.
- Standing:** May occur occasionally, up to 1-2 hour per day, during inspections, or when handling public questions, or walking within the city performing job duties.
- Lifting:** Would be occasional, less than 2 hours in any shift, and may be in excess of fifty pounds. Other lifting may occur when working in the office or moving office equipment. This weight varies dependent on the actual item being moved, however it should not exceed one hundred pounds, on an occasional or less than 1- hour daily basis.
- Bending:** Occasional, less than one hour per day to perform previously described job duties.
- Twisting:** Would be required on a regular basis for less than one hour a day when performing inspections or entering and exiting the car.
- Climbing:** May occur occasionally, up to 2 hours per day to access stairs to buildings. Also may have to climb hills in the steep terrain of Bradford. Less frequently, climbing of fire escapes may occur, but this would be less than ½ hour daily on a rare occasion.
- Squatting:** This would occur on a regular basis, less than ½ hour during inspections.
- Kneeling:** This would occur on a regular basis, less than ½ hour daily in inspections.
- Pushing:** Would occur occasionally, less then ½ hour per day.
- Pulling:** Would occur occasionally, less then ½ hour per day.
- Reaching:** Reaching outward to grasp the steering wheel or required on an occasional basis, generally less than 2-3 hours daily.

Hand Usage: Would be constant up to 7 ½ hours in the performance of various job duties from driving the car to performing office work and phone duties.

Foot Usage: Would be constant for the required walking, standing, and foot pedals would be utilized when driving the car in order to utilize the brake and gas pedals.

Environment: Employees would be subject to all weather conditions, as well as working within City Hall to complete reports, answer questions, etc.

Hours: Employee works a 7.5 hour shift per day, 8:00 AM- 4:30 PM Monday- Friday with a one hour lunch break and two 15 minute breaks, one in the AM and one in the PM which are unscheduled and taken as time permits.