



DEPARTMENT OF PROPERTY MAINTENANCE AND INSPECTIONS – CITY OF BRADFORD

24 Kennedy Street-Bradford, PA 16701

Phone: (814) 362-3884 Ext. 126

Fax (814) 368-3335

POSITION TITLE: Temporary Property Maintenance employee/landscaper/laborer

DEPARTMENT: Department of Property Maintenance and Inspections (DPMI)

REPORTS TO: Department of Property Maintenance Supervisor

WORKS WITH: Other inspectors and code officials; other city departments and authorities as necessary; and the City Council.

UNION AFFILIATION: None

HOURS OF WORK: Monday-Friday 8:00 AM to 4:30 PM, as needed

The Temporary Property Maintenance employee is under the Department of Property Maintenance and Inspections

Job duties include, but are not limited to, the following:

- Perform inspections, issue reports, warnings and tickets for public nuisance violations regarding the established codes in writing to the property owners and documenting the same into the property-based database provided by the city.
- Write up property nuisance violations, including but not limited to, the following – overgrown grass/vegetation/weeds; accumulation of rubbish and debris; animal feces; junk vehicles; and any other unkempt conditions.
- Mow and trim vacant lots as required, as well as pick up and dispose of any trash/debris located on said property.
- Refer major code violations involving properties to the supervisor of the Department of Property Maintenance.
- Learn and maintain the necessary knowledge to properly administer the City's ticketing program for code violations.
- Learn and administer the use of the Records Management 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.
- Investigate code violation complaints, document, and take appropriate actions, as needed.
- Work with all property owners and occupants in a professional manner, promoting fair and consistent enforcement of all codes.

- Manage the use of the required uniforms, office products and supplies that are utilized by the Department in accordance with the guidelines, policy or regulations of the Department.
- Inform the Department of Property Maintenance Supervisor when discoveries are made that may impact or involve other city departments.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Valid driver's license
- High school diploma or equivalent required
- Must be able to use a mower, trimming and other power equipment along with hand tools required of the position.
- Computer proficiency and familiarity with tablets, digital cameras, cell phones and other technology.

DESIRED QUALIFICATIONS:

- Knowledge of computers and software including Microsoft, Windows, Office, Word, Excel, and other data-based systems.

ADDITIONAL SPECIAL SKILLS:

- Possess 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 detail regarding the operation of the data systems.
- Must be able to work in a structured but fast-paced environment.
- Ability to deal in a fair, consistent and courteous manner, effectively communicate necessary information to a variety of individuals in a 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.
- Construction experience, maintenance and landscaping 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 a shift and dependent on the amount of daily job activities that occur. Sitting could occur within a vehicle.

Standing: May be required for several hours per day, during inspections or walking to perform assigned job duties.

Lifting: May be required and may be in excess of 50 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 100 pounds, on an occasional or less than 1-hour daily basis.

Bending: May be required to perform previously described manual labor job duties.

Twisting: May be required on a regular basis when performing job task and/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: Will be required to perform some previously described job duties.

Kneeling: Could be required to perform previously described job duties.

Pushing: Could be required regularly to perform previously described job duties.

Pulling: May be required to perform previously described job duties.

Reaching: Reaching outward to grasp the steering wheel or required on a regular basis.

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, phone duties, manual labor.

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

Environment: Employees would be subject to all weather conditions, as well as working within City buildings.

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.