

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Property Maintenance Inspector I **GR:** K **FLSA:** NE **DATE:** 09/08/2017

DEPARTMENT: Development Services **DIVISION:**

REPORTS TO: Building Official **APPROVED:** _____ **JOB CODE:** xxxx

GENERAL DESCRIPTION:

Under general direction, performs inspection work enforcing compliance with property maintenance codes and city ordinances. Works within prescribed standards and procedures, with some leeway for discretion and independent action. Performs technical work in code enforcement and nuisance abatement to bring existing properties up to the standards of the minimum housing – property maintenance codes.

TYPICAL DUTIES:

- Tours the city and notes code violations and other problems
- Enforces such codes dealing with weeds, storage of refuse, abandoned vehicles, signs, property maintenance and other related matters; issues violation notices or notifies appropriate official to do so; makes follow-up inspections to determine compliance; orders abatements for non-compliance
- Prepares evidence and appears in court
- Recommends amendments to codes and ordinances
- Answers public inquiries
- Maintains records, enters data and conducts database searches
- Performs overtime as required and other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Graduation from high school or GED equivalency, and two years of experience in code enforcement, building and zoning inspection, building or facility maintenance, law enforcement or related field; possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

None

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Understand, interpret and communicate code requirements thoroughly and accurately. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Inspect property for compliance. (Daily)

Efficiently and effectively handle complaints received. (Daily)

Respond professionally and maintain composure when interacting with confrontational citizens.

Prepare, organize and file records, reports and other documents. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Climb ladders and inclines, uneven surfaces, balance required

Walking: Extensive amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 50 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment and tools requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse weather conditions possible

Wet/Dry: Adverse weather conditions possible

Noise/Vibrations: Minimal exposure to construction and machinery noise

Hazards: Minimal exposure

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Moderate exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to communicate effectively, both orally and in writing.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to understand and apply mathematical concepts accurately.

Ability to think logically and quickly, often under tense situations, and render sound decisions in accordance with applicable rules, regulations and policies.

Ability to meet deadlines.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Tablet, vehicle, computer, telephone, fax, portable radio, calculator and camera.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.