

## Property Maintenance / Building Inspector

The City of Bedford Building Department is seeking a part-time Property Maintenance / Building Inspector. Under general direction of the City Manager the Property Maintenance / Building Inspector tracks and inspects properties throughout the City and answers property maintenance complaints along with various miscellaneous duties to assist the department as needed.

Duties include:

### 1. Inspections

1. Enforce all property maintenance codes.
  - A. Advises property owners of violations and assist the property owner in complying with laws, codes and regulations.
  - B. Ensure code compliance through the use of warnings and court citations.
  - C. Daily inspection of exterior properties and follow-up on all property maintenance complaints.
  - D. Perform zoning compliance inspections as needed.
2. Performs routine rental property and exterior property maintenance inspections when needed.
3. Applicants must be able to perform field inspections and shall possess good people skills. The successful candidate must have the ability to establish and maintain good working relationships with the public, local business owners and local contractors.
4. Performs routine clerical duties including data entry, copying, filing and faxing and other miscellaneous duties as needed or assigned.
5. Applicants shall possess a working knowledge of Microsoft Office applications and be capable of composing and preparing letters and notices to clients and citizens as deemed necessary.

At least three (3) years of previous experience involving residential and/or commercial construction, or an equivalent combination of education and experience.

A valid Ohio driver's license is required. Drug and alcohol testing and a background check will be required. This part-time position requires up to 20 hours per week. Minimum starting pay: \$28.00 per hour. Successful candidate will be required to obtain the residential certification within the first 6 months from the date of hire.

Bedford is an Equal Opportunity Employer.

Mail or email resumes to:  
City Manager, City of Bedford  
165 Center Road, Bedford, Ohio 44146  
Office 440-735-6514

Email: [citymanager@bedfordoh.gov](mailto:citymanager@bedfordoh.gov)