

PLANNING AND DEVELOPMENT
PROPERTY MAINTENANCE INSPECTOR

GENERAL STATEMENT OF DUTIES

Conducts field inspections of private property in the enforcement of City Ordinances. Creates and maintains records and performs associated tasks pertaining to inspection duties.

DISTINGUISHING FEATURES OF THE CLASS

Inspectors provide services to the Planning and Development Department in duties that primarily involve property maintenance and code enforcement and often involve other City ordinances. Work is performed under the general supervision of the Chief Code Official.

EXAMPLES OF WORK

- Conduct systematic inspections of privately owned vacant and developed buildings and properties within the City to determine compliance with the City's maintenance code and land use regulations;
- Respond in a timely fashion to citizen complaints regarding poor maintenance of properties;
- Correctly and efficiently gather evidence of non-compliance with codes;
- Prepare and issue Legal Notices of Violations/Orders to initiate compliance;
- Conduct routine follow-up inspections of properties determined out of compliance to evaluate progress;
- Communicate effectively with complainants, property owners/agents and occupants regarding maintenance and compliance orders;
- Conduct needed research;
- Prepare and maintain detailed records of inspections including documents in support of prosecution related to non-compliance;
- Attend court arraignments and trials as required;
- Occasional public presentations;
- Report preparation as required;
- Assists other department staff;
- Regular and predictable attendance required;
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE

Must possess the ability to understand and effectively convey City ordinances and policies to the general public using sound common sense, appropriate tact and good judgment; must be proficient in the use of computers and have ability to quickly adapt to new software and technology, knowledge of Accela-based tracking software preferred; must be able to follow verbal and written instructions; must be able to communicate clearly and concisely, both orally and in writing; must have the ability to work independently with limited supervision when necessary; must exhibit good problem-solving skills; must possess the ability to establish and maintain effective working relationships with other City staff and the general public; familiarity with Kettering streets and neighborhoods preferred.

EDUCATION AND EXPERIENCE

High school graduate or equivalent with a minimum of two (2) years of experience with enforcement of City ordinances and be ICC Certified as a property maintenance/housing inspector or able to obtain certification within four (4) months of appointment; must possess a basic knowledge of construction and related concepts and the ability to read and understand basic construction documents and site plans; must possess and maintain a valid State of Ohio driver's license and have a good driving record.

Approved:  _____

Date: Feb. 17, 2021