

## **PART TIME PROPERTY MAINTENANCE OFFICER**

### **HOURS:**

20-25 hours per week. Weekends and Evenings shall be required.

### **SALARY:**

\$12-15 per hour (commensurate with experience)

### **DUTIES:**

1. Enforcement of the International Property Maintenance Code and City ordinances (Quality of Life)
2. Rental property inspections
  - Prepare inspection reports
  - Compile weekly and monthly reports indicating quantity of inspections performed, number of violations found and status of corrections to violations.
3. Investigate constituent and/or official complaints and prepare any necessary warnings, tickets, notices of violations, citations, etc.
4. File prosecution with District Judge if violations are not corrected and attend court hearings as necessary.
5. Participate in Neighborhood Action Team Sweeps.
6. Work with the Code Enforcement/Zoning Officer, City Police, City Fire and Administration.
7. Perform other tasks as assigned by the Office of Community Development.

### **QUALIFICATIONS:**

1. Valid Pennsylvania Drivers' License
2. High School Diploma or equivalent
3. Ability to understand and carry out written and/or oral instructions.
4. Ability to work with the public efficiently, properly and pleasantly under all circumstances.
5. Must be able to work with residents/homeowners; interpreting pertinent sections of codes firmly, tactfully and impartially.
6. Strong computer skills.
7. Must be able to work in all weather conditions.
8. Must be able to lift fifty (50) pounds.
9. Must pass drug test and background check
10. Construction experience desired.
11. Must obtain ICC Property Maintenance and Housing Inspector certification within one year of employment.