

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Community Development

Scheduling: 40 Hours/Week

Position: Code Compliance Officer II-Rental Inspector

Date of Announcement: 08/16/2017

FSLA Status: Covered, Non-Exempt (Hourly)

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Conduct inspections of rental properties to determine compliance with the Neighborhood Preservation Ordinance
- Issue violation notices for properties not in compliance
- Keep rental property database up-to-date and accurate
- Schedule rental property inspections.
- Obtain inspection warrants to enter properties.
- Communicate with staff, residents and neighborhood groups on status of properties.
- Establish and maintain working relationships with property owners, occupants, agents, contractors and representatives from other agencies.
- Check vacant properties for secured status.
- Check for rental units that are not registered.
- Prepare Building Department orders for Legal Department.
- Appear and testify in Court, or Board of Works, as required.
- Prepare and distribute reports associated with inspections.

Minimum Training and Experience Needed:

- High school diploma or equivalency and one to two years relevant work experience; or any equivalent combination of education, training and experience that provides the necessary knowledge, skills and abilities. Proficiency in the use of Microsoft Office required.
- Experience in construction, housing rehabilitation, property management and maintenance, building or housing code enforcement.

Special Requirements:

- Valid driver's license.
- Required Certifications: Property Maintenance Inspector, Residential Building Code.

Minimum Physical and Mental Abilities:

- Ability to operate a variety of automated devices including a digital camera, copier, computer, telephone system, etc.
- Ability to utilize departmental equipment and tools including portable radio, gas detectors, lead test kits, tape measures, various hand tools, diagnostic testing equipment, etc.
- Ability to lift and/or carry weights of twenty to fifty pounds.
- Ability to exert physical effort in moderate work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance.

Mathematical Ability:

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, interpret graphs, perform formula calculations, and measure data.

Language Ability and Interpersonal Communication:

- Ability to communicate effectively with immediate supervisor, landlords, tenants, property owners, department heads and the general public both verbally and in writing.
- Ability to work under stressful situations maintaining composure while balancing priorities.
- Strong preference for individuals who are bi-lingual in English and Spanish.

Rate of Pay: Minimum \$18.34 Standard \$21.97 Maximum \$25.60 (Grade 10)

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.
