

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Community Development

**Position:** Code Compliance Officer II-Rental Inspector

Scheduling: 40 Hours/Week

**Date of Announcement:** 08/08/2018

**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. Must be able to obtain certification within 12 months of hire.

### **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, subtract, 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.

**Starting Wage: \$20.47 (Grade 10)**

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

---