



Code Compliance Officer II- Rental Inspector Position Description

Department: Building Department

Position: Code Compliance Officer II – Rental Inspector

Job Category: PAT (Professional, Administrative, Technological)

Status: Permanent, Full-Time

Scheduling:

FLSA Status: Non-Exempt

Date of Announcement: December 9, 2024

Application Deadline: Until position is filled

Job Summary:

Under the direction of the Building Commissioner, this position performs intermediate work conducting inspections of rental properties to determine compliance with ordinances, issuing violation notices to properties not in compliance, maintaining property database, obtaining inspection warrants, communicating with staff and residents on statuses, preparing orders, testifying in court, preparing reports and related work.

Essential Duties and Responsibilities:

The following duties are normal for this position. They 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 Required:

- High School Diploma or GED or equivalent and considerable work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

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.

Supervisory Responsibilities:

- Not Applicable

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.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

- Hourly Minimum – Midpoint Range: \$23.00 - \$27.55 hourly *based on current salary ordinance*
- Grade 10 as designated by current salary ordinance.

Work Hours:

Monday - Friday, 8:00 a.m. – 5:00 p.m. with exceptions for special events.

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

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free