

Part Time Property Maintenance Inspector

NATURE OF WORK

This is property inspection work involving the inspection of exterior conditions of both commercial and residential properties to ensure conformance with the City of Bedford Codified Ordinances. Work is performed with some latitude for independent judgment and action under the supervision of the Building Commissioner.

Work involves interior and exterior inspections of commercial and residential properties.

ILLUSTRATIVE EXAMPLES OF WORK

Maintains records and reports regarding properties inspected.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

Performs related office duties as required (typing of reports, violation notices, etc.).

REQUIREMENTS OF WORK

Graduation from high school (or GED); experience in the building trades or construction; or any equivalent combination of training and experience is recommended.

Considerable knowledge of approved materials, methods and techniques used in minor construction work.

Considerable knowledge of possible defects and flaws in construction and of effective corrective measures.

Knowledge of code enforcement methods and techniques related to the examination of property maintenance.

Enforce codes and regulations tactfully using good judgment and discretion.

Establish and maintain effective working relationships with other employees, contractors, architects and the public.

Communicate effectively, orally and in writing.

REQUIREMENTS

Valid Ohio Driver's License.