

CLASS TITLE: Property Maintenance Inspector

DEFINITION:

This is inspection and administrative work. An employee in this class, with guidance and general supervision from the Senior Code Enforcement Officer and Acting Director of Planning and Codes, using independent judgment, manages the day-to-day operations of Property Maintenance. An employee in this class makes decisions based on law, regulations, ordinances, and precedent. Performance is evaluated periodically in conference with the Senior Code Enforcement Officer. Ratings are based on previously agreed upon standards, goals, and objectives.

EXAMPLES OF WORK: (examples are illustrative only)

Assures compliance with the International Property Maintenance Code (IPMC) and the International Residential Building Code (IRBC).

Inspects building units regarding their interior and exterior conditions, the condition of plumbing, heating, cooling and electrical fixtures, and health conditions regarding insects, rodents, and general cleanliness; inspects rental facilities for compliance with the Town Code, and makes necessary referrals where violations are found; provides written reports on each inspection; maintains files on inspected property; issues citations for municipal infractions for code violations; appears in court regarding code violations; advises tenants and landlords regarding health and safety standards in housing; assists in answering telephone inquiries regarding housing matters; inspects for refuse and vegetation violations and violations to the tree ordinance.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the English language as used in the code, and liability documents; of property maintenance; of computer operations and the use of software.

Working knowledge of the problems usually encountered in code administration and available methods to resolve them amiably.

Introductory knowledge of court procedures.

Ability to work independently; to communicate effectively and diplomatically in both the oral and written form; to compile and maintain accurate records and prepare well thought out reports; to use mature judgment, initiative, and resourcefulness; to read and comprehend engineering drawings; to read and interpret regulations.

ESSENTIAL FUNCTIONS:

Must be able to read typewriter size print; correctly name and distinguish colors; see objects off to the side when looking straight ahead; see well at night or in dim light; see low contrast or “camouflaged” objects; hear the spoken word (may be corrected with a hearing aid); smell; speak to communicate with taxpayers and fellow employees; stand for periods in excess of one hour; walk one mile without a break; climb stairs, ladders, and scaffolds; kneel for a few minutes; determine by touch if an item is hot, cold, or slippery; grasp an item; solve moderately difficult problems; work outdoors during inclement weather.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Graduation from a recognized high school or GED. One year’s experience at the journeyman level in the construction industry.

REQUIRED LICENSES AND/OR CERTIFICATES:

Must have and maintain a valid Maryland Class “C” Motor Vehicle Operator’s License. (or equivalent if a resident in another state).

ADDITIONAL DESIRABLE QUALIFICATIONS:

Certified by the State of Maryland to perform inspections in compliance with the International Property Maintenance Code - (required to obtain IPMC certification within 6 months of employment.)

Certified as a Playground Safety Inspector – (required to obtain CPSI certification within 6 months of employment.)

Familiarity with Stormwater Management Facilities and Inspection Process - (required to obtain stormwater management certification within 6 months of employment.)

International Residential Building Code (IRBC) Certification - (required to obtain IRBC certification within one year of employment.)

Revised: December 2022