



**Position Recruitment Notification  
For Internal & External Candidates**

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<b>Job Classification:</b>	<b>Property Maintenance Inspector</b>
<b>Department/Division</b>	<b>Development Customer Service/Neighborhood Services</b>
<b>Employment Status:</b>	Full-time
<b>Hourly Salary/Grade:</b>	\$24.7890/hr.; Grade 7
<b>FLSA:</b>	Non-Exempt
<b>Union:</b>	SEIU
<b>Employment Commission:</b>	N/A
<b>Deadline for Application:</b>	<b>October 12, 2018</b>

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**POSITION SUMMARY:**

This is a single class position under direction of the Neighborhood Services Supervisor. This position will inspect residential and commercial occupancies to ensure compliance with the property maintenance code and other Village codes and ordinances; and will perform a variety of clerical and administrative duties in support of the property maintenance program. Possession of an appropriate, valid Illinois driver's license is required. Possession of an appropriate ICC certification as a Property Maintenance and Housing Inspector is a condition of employment and must be obtained within six months of the hire date. This position requires work in inclement weather conditions; significant walking on a daily basis.

**INSTRUCTIONS TO APPLICANTS:**

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [HR@oak-park.us](mailto:HR@oak-park.us) ; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



## **PROPERTY MAINTENANCE INSPECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

*To inspect residential and commercial occupancies to ensure compliance with the property maintenance code and other Village codes and ordinances; and to perform a variety of clerical and administrative duties in support of the property maintenance program*

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Neighborhood Services Supervisor

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### **Essential duties and responsibilities**

1. Perform property maintenance inspections of single- and multi-family residential and commercial buildings as assigned.
2. Perform inspections of community housing conditions including property maintenance code violations, residential code violations, abandoned house conditions, unpermitted construction work, changes of use, and other related problems.
3. Issue notices of violations and citations; prepare documentation and evidence for adjudication and court hearings.
4. Participate and assist in adjudication and court hearings; inspect community conditions including property maintenance and building maintenance.
5. Ensure compliance with applicable codes, ordinances, and regulations.
6. Research property ownership, land characteristics and occupancy status utilizing internal and external data systems, internet resources and County records, when needed.
7. Manage a case load including maintaining electronic database files and creating reports regarding inspection activities and findings.
8. Respond to public inquiries and complaints in a courteous manner.
9. Provide information within the area of assignment.
10. Investigate and resolve complaints in an efficient and timely manner.
11. Coordinate property maintenance efforts with other associated Village departments and provide accurate referrals to relevant assistance programs.



## **PROPERTY MAINTENANCE INSPECTOR**

12. Perform related duties and responsibilities as required.

**QUALIFICATIONS** *(Required at the time of hire or learned within a short period of time in order to perform the essential duties)*

### **Knowledge of:**

Property maintenance related codes and ordinances enforced by the Village, including the International Code Council's suite of building codes.

Basic principles and techniques of building inspection.

Basic principles of structural design and engineering mathematics.

Pertinent Federal, State and local laws, codes and regulations.

Major types of building construction, materials and methods.

Basic computer functions and techniques.

Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.

### **Ability to:**

Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.

Perform housing inspection and enforce Village public health, safety, welfare, property maintenance, and residential codes.

Read, interpret, and understand building and property maintenance codes.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Provide advice on property maintenance issues and requirements for residential buildings.

Enforce Village codes and ordinances.

Make mathematical computations rapidly and accurately.

Operate a variety of office equipment including a computer in a safe and effective manner.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.



## **PROPERTY MAINTENANCE INSPECTOR**

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, climbing, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain reasonable and predictable attendance

Work overtime as operations require

### **Experience and Training Guidelines**

**Experience:** Qualified applicants must have at least one year of increasingly responsible journey-level experience in housing, property, construction or building inspections, and/or review of building plans with regard to building or property code compliance. Experience as an inspector with a municipality is preferred. **AND**

**Training:** One (1) year of college-level or trade school course work in housing, property, construction or building inspections, and/or review of building plans with regard to building or property code compliance. Additional specialized training in construction technology, building inspection technology or related field is desirable. **AND**

**License or Certificate:** Possession of an appropriate, valid Illinois driver's license is required. Possession of an appropriate ICC certification as a Property Maintenance and Housing Inspector is a condition of employment and must be obtained within six months of the hire date. Failure to obtain such certification within the six-month period shall be grounds for termination.

### **WORKING CONDITIONS**

Travel from site to site in residential or commercial environment; work in inclement weather conditions; significant walking on a daily basis.