



## Building Department **Rental Inspector-Property Maintenance (Full-Time)**

Mayor Pamela Bobst

Reports To:	Building Commissioner	Salary:	D.O.Q.
Shift:	8:30 A.M. to 4:30 P.M. Monday through Friday	FLSA Status:	Exempt

### **Position Overview:**

Under the general direction of the Building Commissioner, the Rental Inspector inspects and tracks all rental properties within the city. The Rental Inspector is also responsible for the inspections, fee collections and updates of the city's rental property licensing. Lastly, the Rental Inspector will also perform various miscellaneous duties to assist the department as needed. The Rental Property Inspector utilizes standard office equipment including, but not limited to, the City's telephone system, computers, and various inspection equipment including measurement devices, electrical meters, testers, air volume measurement meters, noise meters and cameras, and the Inspector operates a city vehicle. The work is performed both in a typical office setting where the employee is not generally exposed to adverse conditions and in the field during inspections where the employee is potentially exposed to inclement weather and various conditions of building construction.

### **Duties:**

#### **1. Inspections**

**90%**

- Track all residential rental properties within the city.
- Ensure all rental property owners are registered and licensed.
- Ensure through inspections that rental properties are in compliance with relevant laws and codes.
- Assist the property owner in complying with laws, codes and regulations.
- Ensure code compliance through the use of warnings and court citations.
- Measures, photographs and documents observations
- Enters data to record inspections, notes and compliance decisions on computerized tracking system.
- Directs or advises property owners regarding procedures, materials, or other practices to comply with laws, codes and regulations.
  - Performs routine rental property and exterior property maintenance inspections as required.
  - Responds to property maintenance and zoning issues as directed.
  - Reviews, interprets and applies the Codified Ordinances of the City of Rocky River along with the International Property Maintenance Code.

## 2. Miscellaneous

10%

- Assists department staff in performing various duties including but not limited to: \*Performs routine clerical duties including annual rental application mailing, data entry, copying, filing and faxing.
- Performs receptionist duties; answers telephone, records and forwards messages, and assists visitors at the front desk, providing information as needed.
- Performs miscellaneous duties as needed or assigned \*

### Minimum Qualifications:

- A high school diploma or GED
- A valid Ohio driver's license
- At least five (5) years of previous experience involving residential and/or commercial construction, or an equivalent combination of education and experience, which provides the skills and abilities necessary to perform the job.
- Candidates holding Ohio Board of Building Standards certifications preferred but not required.
- Applicant must successfully obtain an ICC certification as a property maintenance inspector within one (1) year of appointment to the position.

Position will be posted until filled. Applications may be obtained at [http://s804876413.onlinehome.us/hr\\_docs/employment\\_application.pdf](http://s804876413.onlinehome.us/hr_docs/employment_application.pdf) or at Rocky River City Hall.

**Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:**

**Michael T. Greco, Director  
Human Resources Department  
City of Rocky River  
21012 Hilliard Boulevard  
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer