



The City of Morgantown, West Virginia

Development Services Department

Position: Property Maintenance Inspector
Employee Type: Regular Full-Time
Rate-of-Pay: \$15.87 per hour

Position Description

Duties/Responsibilities:

- Works under the supervision of the Chief Building Code Official.
- Identifies code violations and receives and investigates complaints regarding high weeds and grass, garbage, abandoned vehicles, sidewalks, exterior building maintenance, etc.
- Coordinates investigations with other City departments including Police, Fire, Public Works, etc.
- Works with property owners to resolve complaints and code violations.
- Composes inspections and code violation reports directing corrective action.
- Writes letters of code compliance or noncompliance, search warrants, notices of violations, and citations when compliance is not achieved.
- Maintains electronic and hard copy files of all complaint and investigation cases.
- Serves as an expert witness in Court proceedings.
- Works directly with other departments, government agencies, community and service entities, and the general public on a daily basis.
- Promotes an image of professional, ethical, and courteous service as a representative of the City of Morgantown.

Equipment/Resources Used:

- Office equipment used on a regular basis includes a personal computer, photocopier, facsimile machine, telephone, calculator, current code manuals, etc.
- Field equipment used on a regular basis includes city vehicle, cellular phone, camera, video recorder, tape measure and similar equipment, current code manuals, etc.

Physical Requirements:

- Requires the physical ability for walking, bending, crouching, stooping, and climbing ladders and scaffolding.
- Requires the physical ability for lifting and carrying light objects weighing as much as twenty (20) pounds.
- Performance of activities requiring fine eye-hand coordination.

Equal Opportunity Employer

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Surroundings:

- Employee spends an average of three (3) hours per day working in a normal office setting and approximately five (5) hours per day working outdoors.
- Daily conditions include dirt, dust, noise, odors, fumes, and vibration while investigating complaints and code violations.
- Other conditions vary with seasonal precipitation and temperature changes.

Hazardous Conditions:

- Hazardous conditions encountered on a daily basis include, but are not limited to: elevated workplaces; mechanical, electrical and fire hazards; and, those hazards associated with working on or around construction sites including dozers, high lifts, and other operating machinery, saws, exposed electrical wiring and panels, and flammable material.

Minimum Qualifications:

- Requires a high school degree or equivalent education.
- Requires possession of a valid driver's license.
- Requires the ability to interpret codes, write detailed reports, and maintain accurate records.
- General knowledge of personal computing including the use of word processing and spreadsheet software applications.
- Requires the ability to professionally serve the needs of discontent clients, both in person and on the telephone.
- Requires the ability to work with minimal supervision.

Desirable Qualifications:

- High school education or equivalent education plus two (2) years of college education.
- ICC International Property Maintenance Code (IPMC) certification with two (2) to three (3) years of related experience.
- Ability to read and understand maps and construction-related drawings.
- Training or experience in working with the public.

Additional Information/Requirements:

- Must complete a six (6) month Introduction (probationary) Period based on successful performance evaluations.
- Must successfully obtain ICC administered International Property Maintenance Code (IPMC) certification as mandated by the State of West Virginia within six (6) months of hire.

NOTE: This position description is not meant to be unduly restrictive nor comprehensive. Any one position may not include all of the specific duties listed herein, nor do the job examples cover all of the duties which may be performed. Duties are subject to change as operational needs justify. This position description is subject to change as conditions warrant.

Posted:
08/05/2012

Closes:
08/17/2012

Resume must be submitted to the Human Resource Department, 389 Spruce Street, Morgantown, WV 26505; FAX 304-284-7430; PHONE 304-284-7451; EMAIL dsmyth@cityofmorgantown.org