

## **PROPERTY MAINTENANCE OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the inspection of dwellings and housing facilities to determine they are maintained in a safe and habitable condition in accordance with the provisions of local, village, and state property maintenance codes and laws. Activities are conducted both in the office and at inspection sites and can involve exposure to unsanitary housing conditions. The work is performed under the general supervision of the Village Codes Enforcement Officer. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Enters dwellings and housing facilities to investigate complaints or to determine conditions of health and safety and notes compliance with requirements of all applicable codes;
- Conducts inspections of existing buildings for such specific factors as conditions of health and safety, adequacy of sanitary and heating facilities, fire escapes and emergency exits;
- Prepares a variety of records and reports relevant to inspections made, violations found and other property maintenance activities;
- Explains requirements of the various codes and ordinances to property owners, property managers, or occupants;
- Enforces code violations by communicating with property owners about violations of codes and time frames permitted to correct violations and negotiates terms and timeliness to achieve compliance;
- Operates a computer and related peripheral equipment in compiling and processing data for a variety of statistical reports;
- Assists with data preparation;
- May be required to testify in court as required

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of local, village, and state property maintenance codes and laws; good knowledge of the principals and methods of field inspections; working knowledge of the geography of village; working knowledge of the legal procedures used in enforcement of codes; ability to enforce codes, ordinances, and regulations with firmness and tact; ability to understand and interpret complex oral instructions and or written directions; ability to organize and maintain accurate records and files; ability to communicate effectively both orally and in writing; ability to deal effectively with the public; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**NOTE:** Candidates for appointment in this class will be required to complete any mandated training as established by the Department of State.