



City of Brunswick Job Opportunity

Job Title:	Property Maintenance Inspector	FLSA:	Non-Exempt
Department/Div:	Planning, Development, and Codes	EEO-4 Code:	SERV
Reports to:	Building Inspector	Date:	11/02/2022
Pay Grade:	\$19.23		

JOB SUMMARY

Performs professional work to research, evaluate, plan, organize, coordinate, and implement field inspections to ensure compliance with the City of Brunswick Property Maintenance Code, and local ordinances.

Under administrative direction, manages, and coordinates the activities and operations of Code Compliance including general building code and property maintenance code. Coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Building Official. Work is performed under the supervision of the Director of Planning, Development & Codes.

The Ideal candidate is a collaborative leader with outstanding character, integrity and professionalism who will strengthen community-wide confidence in Code Compliance efforts. The Property Maintenance Inspector is a proven and effective communicator with a “can do” attitude, demonstrating negotiation skills to create a culture of “getting to yes” for both the citizens and the community.

MAJOR DUTIES

- Assumes management responsibility for assigned services and activities of the Building Department including enforcement of certain building, Health and Safety, Business and Professions, vehicle, and municipal and zoning codes that protect health, safety, and general welfare Participates in field activities and investigations; reviews reports prepared by Code Enforcement Officers; may issue citations and prepare requests for criminal complaints as appropriate; prepares cases for prosecution; prepares materials for Commission hearings; may testify in court regarding compliance action.
- Performs on-site residential inspections to assure compliance with all relevant Building Codes and Ordinances.
- Performs on-site residential, commercial, and industrial inspections to assess completed work relative to approved scope; issues stop work orders as appropriate based on findings.
- Reviews, analyzes, and generates reports based on statistical information from data collected through department activities, track case information and review data entry for consistency.
- Participates in legal procedures involved in the enforcement of land use and environmental regulations.
- Prepares court documents and procedures including procedures for citation issuance and coordinates with law enforcement to obtain search warrants related to structures.
- Will be required to operate a motor vehicle to deliver/issue notices and citations for violations found and performance of assigned tasks.
- Performs other related duties as assigned by supervisor or designee of residents or visitors.

- Develops, implements, and supervises a Property Maintenance code compliance program involved in the efficient and effective enforcement of codes related to housing, dangerous buildings, and other health and safety violations.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service.
- Investigates code violations and initiates procedures to abate violations; especially violations related to nuisance properties or structures, and substandard housing.

KNOWLEDGE REQUIRED BY THE POSITION

- Has a highly articulate oral communicative style coupled with superior interpersonal and customer service skills.
- Embraces and effectively implements new ideas and is genuinely interested in the community and the broad range of code issues facing the City.
- Demonstrates strong knowledge of code compliance issues and practices.
- Demonstrates a keen understanding of international property maintenance code, relevant complex Georgia code requirements, laws, and regulations, successfully navigating conflict and seeking position solutions.
- Knowledge of current trends and issues that affect and influence all aspects of code compliance.
- Ability to make effective written and oral presentations.
- Ability to manage multiple projects at one time.
- Ability to establish and maintain effective working relationships.
- Ability to research public records, interpret and apply information appropriately.
- Ability to prepare reports, plans, and studies and to accurately interpret ordinances and codes.
- Ability to research public records, interpret and apply information appropriately.
- Ability to handle multiple interruptions, adjustments to priorities throughout the day.
- Knowledge of mapping principles, database management, map automation and analysis.
- Knowledge of database and file management systems; and
- Knowledge of development regulations concerning land use and environmental matters.

SUPERVISORY CONTROLS

Work is performed under the supervision of the Director of Planning, Development, and Codes.

GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- Under administrative direction manages and coordinates the activities and operations of Code Compliance including general building code and property maintenance code.
- Coordinates assigned activities with other divisions, departments, and outside agencies.
- Provides highly responsible and complex administrative support to the Building Official.

CONTACTS

- Contacts are typically with coworkers and the public.
- Contacts are typically to resolve problems and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Exert up to 50 pounds of force occasionally
- 50% of the typical workday may be spent walking, standing, as well as stooping, kneeling, crouching, and reaching; must be able to lift hands and arms above your head.
- Less than 25% of the workday is spent climbing, pushing, and pulling
- Less than 25% of the workday is spent crawling
- Sensory abilities required include vision, hearing, and touching with more than 50% of the day spent communicating: talking, and hearing.
- Must have visual clarity to determine accuracy, neatness, and thoroughness of work assigned
- Required to perform work both inside and outside. Exposure to extreme heat, high humidity, and occasionally adverse weather conditions as well occasional extreme cold.
- Will be exposed to hazards such as moving mechanical parts, moving vehicles, exposure to chemicals, and subject to vibration.
- May be subjected to atmospheric conditions such as fumes, odors, dust, mists, or poor ventilation.
- Noise levels are considered normal to loud. The incumbent works in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

High School diploma or GED equivalent supplemented by additional college or vocational training in civil engineering, surveying, or construction standards with two (2) years of experience in building construction, construction technology, engineering, or related field.

Requires additional specialized training and certification for assigned department within (1) year of employment.

Must possess and maintain a valid state driver's license with an acceptable driving history.

Must possess or obtain within one year ICC Property Maintenance Inspector Certification.

Must possess or obtain within 18 months (GACE) Georgia Association of Code Enforcement Certification Level I.

Must successfully complete continuing education required to maintain certifications or licenses required by appropriate agencies.