

Position Title: Property Inspector – Building Commissioner’s Office
Status: Full-Time
Schedule: Monday–Friday, 8:00 AM – 4:00 PM
Starting Pay: \$40,000

Position Summary

The Property Inspector is responsible for enforcing local property maintenance codes and ordinances through inspections, investigations, and follow-up actions. This position ensures that residential rental and vacant properties remain compliant with applicable regulations while reporting to the Building Commissioner and supporting office staff in maintaining public safety and community standards.

Essential Duties and Responsibilities

- Respond to property maintenance complaints and conduct on-site inspections of rental and vacant properties.
- Perform rental property inspections in accordance with Property Maintenance Ordinance 97-32 and established inspection checklists.
- Identify and document code violations; prepare and issue formal notices outlining required corrective actions and compliance deadlines.
- Monitor compliance timelines and conduct re-inspections to verify completion of required corrections.
- Initiate enforcement actions for non-compliant properties, including preparing documentation for review by the Board of Public Works and Safety.
- Research and verify property ownership using county GIS systems and other available resources.
- Notify property owners of registration requirements for rental and vacant/abandoned properties; process and issue landlord registration certificates upon compliance.
- Assist with inspections of unsafe structures, including participation in condemnation proceedings when necessary.
- Support efforts to secure vacant or abandoned properties, including coordination and inspection of boarding or other safety measures.
- Conduct follow-up inspections on properties that have received violation notices, including 10-day and non-compliance letters.
- Provide support to the Administrative Assistant with customer service inquiries and permit processing.
- Perform inspections and related duties in the absence of the Building Commissioner, as assigned.
- Maintain accurate records, reports, and documentation of inspections, violations, and enforcement actions.
- Perform additional duties as assigned by the Building Commissioner.

Qualifications

- Knowledge of property maintenance codes, housing regulations, or building inspection practices preferred.
 - Ability to interpret and enforce municipal ordinances and regulations.
 - Strong written and verbal communication skills.
 - Ability to manage multiple inspections while maintaining detailed and accurate records.
 - Proficiency in basic computer systems; experience with GIS or property lookup systems preferred.
 - Ability to work independently and perform fieldwork in varying conditions.
 - Bilingual skills are preferred but not required
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Working Conditions

This position requires regular fieldwork, including outdoor inspections in varying weather conditions, as well as office-based administrative tasks. The role may involve exposure to unsafe structures, debris, and other environmental hazards associated with property inspections.