

PROPERTY MAINTENANCE INSPECTOR

Job Description: Property Maintenance Inspector
Reports to: Construction Sub-Code Official
Hours: 10 hours per week
Salary: Per the Borough Salary Ordinance, start at \$10.00 if after 6 months of employment performance deemed acceptable increase to \$12.00 with future increases as per the salary ordinance
Located: Building Department at Borough Hall

The position is responsible for enforcing the property maintenance code. Enforcement shall be accomplished by direct contact with those in violation of the codes of the Borough and can result in the issuing of summons. Court appearance by the inspector is mandatory and cannot be waived.

General Description of Duties:

The Property Maintenance Inspector shall be responsible to discover, investigate and respond to property maintenance AND sanitation issues in both the residential and commercial zones of the Borough of Bogota.

It is expected that the Property Maintenance Inspector shall drive the streets of the Borough at least twice weekly, including Saturday at least once a month and act upon violations of the property maintenance code or BOCA code of the Borough. Mileage shall be paid upon submission of approved expense reimbursement forms at the IRS mileage rate. Property Maintenance Inspector is required to use personal vehicle.

The Property Maintenance Inspector shall contact the resident / occupant to instruct them of the property's deficiency and the need to abate said deficiency by certain fixed and firm dates. It is anticipated that the Property Maintenance Inspector shall make his/her first attempt at contact by attempting to speak directly with the resident / owner in question at the time of inspection.

The Property Maintenance Inspector shall notify the Bogota Building Department if in his daily inspections / trips of construction that is observed to insure that permits have been issued for such construction.

If the occupant / resident is not available the Property Maintenance Inspector shall leave notice of deficiency, quote the applicable section of the code, give a date certain to correct the deficiency and follow up to insure deficiency is abated.

The Property Maintenance Inspector shall have the power to summons for property maintenance and sanitation violations as per the Borough Ordinances.

If required, the Property Maintenance Inspector shall attend Municipal Court and represent the Borough. Time spent in Municipal Court shall be paid at the established hourly rate of pay for the position.

The Property Maintenance Inspector shall be part of the Borough of Bogota's Property Maintenance Committee and shall attend monthly meetings of the committee in the Council Chamber in Borough Hall. Time at such meetings is not a billable as salary.

The property maintenance inspector to complete the function effectively is expected to liaison with the Bogota Police Department, Department of Public Works, Bogota Board of Health, and Office of the Administrator. The Property Maintenance Inspector shall serve on the Bogota Property Maintenance Committee and report to the committee and through the Council liaison to the Mayor and Council monthly on all activity related to the position.

The Property Maintenance Inspector shall recommend changes to the Bogota Property Maintenance Code(s) for the consideration of the Mayor and Council as conditions may require.

Experience:

Preferred experience should include prior work in the field in another community. Experience as an inspector for other types of municipal functions such as Building Department operations, fire inspections, liter enforcement or similar is preferred.

Knowledge of various codes relating to property maintenance very helpful.

References need to be furnished to the Borough of Bogota if requested.