

City of Darlington

Job Description- Property Maintenance Inspector

Purpose of Position

The Property Maintenance Inspector performs exterior inspections on all residential & commercial buildings throughout the city, evaluating the outside building surfaces, improvements that may need to be made of fences and retaining walls, etc. along with writing up property maintenance violations, letters of abatement, and violation warnings. He/She patrols the city looking for violations outlined in Chapter 13, Public Nuisance Section 13.095 of the City Of Darlington Municipal Ordinance, maintaining an esthetically, pleasant environment for the community

Major Duties and Responsibilities

Enforce ordinances, specific by City Ordinance Section law sections and the international property maintenance code

- Respond to citizen's complaints of property maintenance violations.
- Inspects and investigates potential violations of city public nuisance and other laws which have been reported to determine if a violation has occurred.
- Proactively patrols and surveys locations for public nuisance violations during the course of duties.
- Researches land ownership records, permitting records and past or current violations using computer.
- Prepares a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for case preparation.
- Prepares notices of violation to be sent or served directly upon violators after inspection; communicates with alleged violators regarding findings, the process they will be involved in, and the resolution of the violation.
- Re-inspects violations for compliance, prepare notices of violation reports if necessary.
- Appears in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of criminal infractions of public nuisance, ordinances and/or laws.
- Works in compliance with other departments that are engaged in code compliance tasks. (i.e., building inspector, public works, storm water, fire codes, police etc.)
- Maintains communications for establishing coordination with other departments/agencies relevant to ordinance enforcement activities.
- File, maintain records and organization.
- Performs data entry in computer as necessary.
- Performs other duties as assigned.
- Provide property updates to city council
- Attend city council meetings when requested

Knowledge, Skills and Abilities: Minimum Requirements:

- Knowledge of building components and their uses along with general building construction knowledge.
- Valid Wisconsin Driver's License or equivalent multiplication.
- Ability to read, analyze, and interpret legal documents and governmental regulations such as ordinances.
- Ability to respond to common inquiries or complaints from the general public in a professional and courteous manner.
- Ability to effectively speak and present information when necessary.

Knowledge:

- Familiarity with specialties within city department ordinances and state laws relevant to code enforcement.
- General functions and operations of municipal government
- Procurement of materials Courtroom procedures

Skills and Abilities:

- Testify in court
- Work under adverse conditions
- Work and adapt to hostile situations
- Understand and interpret the ,ordinances, laws and regulations
- Work as a team member with other employees complete paperwork with specified time restraints communicate effectively with the residents, elected officials, other City employees, contractors, etc., both oral and written maintain confidentiality handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow City procedures
- Operate a telephone, fax, copy machine, computer, digital camera and vehicle.