

## CITY OF LOCK HAVEN, PENNSYLVANIA

**Job title:** PROPERTY MAINTENANCE OFFICER  
**Work Site:** Department of Public Safety: Code Inspections  
 City Hall (20 E Church Street)  
**Work Hours:** (8 Hrs/Day) (40 Hrs/Wk) Monday-Friday  
**SALARY:** 21.64 per hour  
**BENEFITS:**

HEALTH HIGHMARK BC/BS	DENTAL UNITED CONCORDIA	OTHER
Copay: \$15/\$30/\$75 Deductible: \$0.00 Individual \$63.68/pay Family \$153.64/pay	Copay: \$0.00 Deductible: \$0.00 Individual \$1.40/pay Family \$3.79/pay	\$25,000 term life insurance \$375 per year in health reimbursements Prescriptions: \$0-\$50 (30-day supply)

**PTO:** first year 40 hour paid vacation (pro-rated), 10 paid holidays a year, 32 personal hours, and 8 sick hours per month that can be banked to 640 hours.

**RETIREMENT:** The city provides a defined benefit pension plan. Employees contribute 6% of base regular hourly wage and receive a guaranteed amount on retirement (aged 65) based on prior years' earnings and years of service, regardless of market fluctuations on investment.

**SUPERVISOR:** Director of Permits & Licensing (Building Code Official) who reports to the City Manager

**Job Summary:**

Reporting to the Building Code Official, the Property Maintenance Officer is responsible for enforcing the minimum maintenance standards and condition of all properties, buildings and structures in the City of Lock Haven, ensuring the structures are safe, sanitary and fit for occupation and use. Using Chapter 307 "Property Maintenance" and Chapter 376 "Registry of Vacant Buildings" of the Lock Haven City Code as the primary guide, this includes enforcement of minimum maintenance standards for basic utilities, facilities, equipment, light, ventilation, heating, sanitation, and fire safety. The condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures are also part of the enforcement responsibilities.

**Essential Functions:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Performs inspections of houses and property for conformance with applicable codes pertaining to building/property maintenance.
- Responsible for all written and oral correspondence relative to code violations.
- Maintains electronic records of inspection activities; creates photographic records of violations.
- Prepares or completes various forms, reports, correspondence, logs, inspection reports, notices, formal warnings, citations, affidavits, and court disposition forms.

- Receives various forms, reports, correspondence, inspection reports, police/fire reports, newspapers, photographs, maps, property records, legal documents, manuals, codes, ordinances, directories, reference material, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, employees, other departments, city council members, board members, attorneys, property owners, the public and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems.
- Processes excavation, driveway, and sidewalk permit requests in the public rights-of-way under the City Code
- Operates computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate.
- Monitors PA 1-Call for unpermitted activity and follows up to ensure proper permitting is applied for and approved.
- Coordinates the vacant property registry program with city's subcontractor
- Perform other duties as assigned.

**Required Knowledge & Abilities:**

- Knowledge of Municipal codes and procedures in obtaining and presenting cases for trial
- Knowledge of Microsoft Word and Excel
- Ability to use all available sources of information to gather data.
- Ability to inspect property to determine if unsafe and/or unsanitary conditions exist.
- Ability to explain City Ordinances and regulations to property owners.
- Ability to recognize problems, initiate action and explain same to property owners who are highly emotional.
- Ability to communicate clearly and effectively in oral and written form.
- Ability to maintain detailed records and reports.
- Ability to work within stringent deadlines.
- Ability to use independent judgement and work with little direct supervision when required.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Ability to establish and maintain an effective working relationship with the public, other employees and all other state or local officials deemed necessary to effectively perform this position.
- Ability to read and write comprehensively
- Ability to effectively utilize a computer and all related software.
- Ability to tolerate high levels of stress and react quickly and calmly in situations when determining an appropriate course of action for individual situations.

**Minimum Training & Related Experience:**

- High school or equivalent required, secondary education work preferred
- Experience in the building construction or maintenance field

- Must be certified as a Property Maintenance and Housing Inspector by the International Code Council or must obtain this certification within six (6) months of hire. Must obtain ICC commercial inspection credentialing within 4 years.
- Possess a valid Pennsylvania drivers license and a reliable motor vehicle to be used to perform the normal daily functions of this position. Mileage reimbursement is available at the rate most currently established by the state of Pennsylvania.

**Physical Requirements:**

- Must be physically able to operate a variety of automated machines and tools which include a motor vehicle, computer, tablet, printer, typewriter, facsimile machine, copy machine, calculator, telephone, camera and flashlight. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty (50) pounds of force occasionally and/or up to fifteen (15) pounds of force frequently.
- The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions.

**Interpersonal Communication:**

- Requires the ability of speaking to people in order to convey or exchange administrative /technical/engineering information in a clear, concise and convincing manner. Includes giving assignments and/or directions to co-workers or assistants. Must maintain an effective working relationship with the public.
- Requires the ability to read and comprehend a variety of informational documentation, professional jargon, directions, instructions and methods and procedures related to the position of Property Maintenance Inspector. Requires the ability to write reports using professional planning knowledge with proper format, punctuation, spelling and grammar using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.
- Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Requires the ability to deal with people (i.e. staff, supervisors, general public and public officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing duties with potential stress when confronted with an emergency related to the position of Property Maintenance Inspector.

NOTE: This job description does not constitute an employment agreement between the City of Lock Haven and the employee and is subject to change by the employer as the needs of the city and requirements of the position evolve. The City of Lock Haven is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the city may provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.



List of additional ICC credentials that may be considered when hiring the successful candidate:

- Residential Building Inspector
- Residential Plumbing Inspector
- Residential Mechanical Inspector
- Residential Energy Inspector/Plans Examiner
- Residential Combination Inspector
- Residential Electrical Inspector
- Accessibility Inspector/Plans Examiner

- Commercial Building Inspector
- Commercial Combination Inspector
- Commercial Mechanical Inspector
- Commercial Plumbing Inspector
- Commercial Energy Inspector
- Commercial Energy Plans Examiner
- Commercial Electrical Inspector

- Building Inspector
- Building Plans Examiner
- Mechanical Inspector
- Mechanical Plans Examiner
- Electrical Inspector
- Plumbing Inspector
- Plumbing Plans Examiner
- Combination Inspector

- Certified Building Code Official