



CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

RECRUITMENT ANNOUNCEMENT PROPERTY MAINTENANCE INSPECTOR Full Time Post Through March 22, 2021

GENERAL:

The City of Kettering, Ohio is seeking a reliable, responsible professional to fill the full time position of Property Maintenance Inspector. The Property Maintenance Inspector conducts field inspections of private property in the enforcement of City Ordinances. This position provides services to the Planning and Development Department in duties that primarily involve property maintenance and code enforcement. The inspections are done on a pro-active/systematic and complaint driven basis. Duties also involve correctly and efficiently gathering evidence of non-compliance with codes. This position also conducts routine follow-up inspections of properties to evaluate progress and performs associated tasks including related research, preparation of notifications, record keeping and other assigned duties. Work is performed under the general supervision of the Chief Code Official.

QUALIFICATIONS:

The ideal candidate must be a high school graduate or equivalent with a minimum of two (2) years of code enforcement experience; have a basic knowledge of construction and related concepts; be proficient in the use of computers and have the ability to quickly adapt to changing technology. Inspectors are required to respond to complaints in a timely fashion, work independently when necessary, accurately interpret written regulations, clearly convey City ordinances and policies to the general public and competently handle a variety of situations with professionalism, tact and courtesy. Must have the ability to communicate effectively with other staff and City officials and possess strong oral and written communication skills. A valid State of Ohio driver's license with a good driving record is required. Current International Code Council (ICC) certification is a plus. If not currently certified, certification must be obtained within four (4) months of appointment.

COMPENSATION:

Pay range \$25.12/hour to \$35.59/hour (\$52,250 to \$74,027 per year) with entry rate depending on related skills and experience. Excellent benefits include medical, dental and life insurance, paid holidays, vacation and sick leave and an attractive retirement plan.

TO APPLY:

Interested candidates may submit a Resume and Cover Letter no later than 5:00 pm on March 22, 2021 to: Director of Human Resources, Kettering Government Center, 3600 Shroyer Road, Kettering OH 45429-2799 or to ketteringhumanresources@ketteringoh.org or via fax to 937-296-3371. Office hours are Monday through Friday from 8AM to 5PM. For a detailed description, please visit the City's website at www.ketteringoh.org.

Equal Opportunity Employer