



Rental Inspector

Community and Economic Development Department

Employer

Charter Township of Union, Michigan

Closing Date

June 22, 2021

Compensation

\$45,965.00 - \$50,561.00/year (mid-point)

Work Hours

Full-time: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Benefits

MERS 401(a) defined contribution retirement plan, 457 Plan, BCBS health care, dental, life/long term disability, vision, Section 125 flex medical and dependent care reimbursement, and paid holidays, vacation, sick and personal leave.

Description

The Charter Township of Union is seeking a knowledgeable, energetic, and team-oriented individual to join our Community and Economic Development Department team as the Rental Inspector. Under the supervision of the department Director, the Rental Inspector is responsible for inspections of residential rental properties and all required follow-up in accordance with established codes; maintaining an inventory and schedule for properties subject to inspection; identifying violations and achieving compliance through voluntary correction or legal processes; maintaining inspection records; and performing other duties as assigned by the department Director.

Required Qualifications

A high school diploma (or equivalent) and a valid Michigan builder, mechanical or electrical license. Skill in the use of office equipment and technology, including Microsoft Office Suite applications. Ability to maintain positive working relationships with the public, landlords and property managers, other governmental agencies, and other Township employees. Valid driver's license and safe driving record.

Preferred Qualifications

A valid Michigan Act 54 Building Inspector license, building trades or construction management training, and experience with building or rental housing inspections and BS&A Building Module inspection software.

To Apply

Submit a completed application, cover letter, resume, and professional references to: Rodney C. Nanney, Community and Economic Development Director, Charter Township of Union, 2010 S. Lincoln Rd., Mount Pleasant, MI 48858, or via email to rnanney@uniontownshipmi.com. Applications and a more detailed job description can be found on the Township's website at:

<http://www.uniontownshipmi.com/Departments/HumanResources/EmploymentOpportunities.aspx>

The Charter Township of Union is an equal opportunity provider and employer.

**CHARTER TOWNSHIP OF UNION
JOB DESCRIPTION**

RENTAL INSPECTOR

Supervised By: Community and Economic Development Director

Supervises: No supervisory responsibility

Position Status: Regular, Full-Time

FLSA Status: Non-exempt

Position Summary:

Under the supervision of the Community and Economic Development Director, is responsible for the inspection of rental property in accordance with established codes, guidelines and state laws. Maintains an inventory and schedule for applicable properties, conducts inspections, identifies violations and achieves compliance through voluntary mitigation or legal processes. Maintains records pertaining to inspections and performs all required follow-up.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Administers and conducts a comprehensive, ongoing program of rental inspection in accordance with established codes, guidelines and state laws.
2. Performs inspections of rental units throughout the Township. Submits reports on deficiencies. Tracks progress of abatement actions and assures compliance with cited violations.
3. Communicates, both verbally and by written notice, with property owners and tenants regarding scheduling inspections, correcting code violations, assessing re-inspection fees and issuing violation notices.
4. Assists with Building Department inspection requests regarding building, fire handicap and health issues.
5. Maintains regular office hours at the Township Hall to respond to resident and landlord questions, issues and information requests.
6. Maintains inspection schedules, timetables, files, reports and other relevant information. Assists in billing of landlords for inspection services. Issues rental licenses.

7. Maintains records of all contacts and actions taken on each inspection. Maintains a tracking system for deadlines for code enforcement activity.
8. Ensures that cited issues are resolved. Performs re-inspections and ensures voluntary abatement or court appearance.
9. Performs related office work essential to the completion of the inspection process. Processes and files a variety of forms, applications, documents and records in accordance with department procedures.
10. May be required to appear in court to testify regarding violations. Ensures the availability and completeness of records pertaining to the case.
11. Assists in property maintenance code enforcement as required by workload or situation.
12. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma and additional vocational or educational instruction in building trades or construction management.
- Three or more years experience in the building trades.
- The Township, at its discretion, may consider an alternative combination of formal education and work experience.
- Residential Builder's License is desirable as is a Public Act 407 (2016) license.
- Michigan Vehicle Operator's License
- Working knowledge of the principles and practices of building inspections and building construction and the International Property Maintenance Code.
- Knowledge of performing building inspections, applicable building codes, maintaining detailed and accurate records, and applicable local, state, and federal laws, rules, and regulations.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.

- Ability to handle the stress of dealing with irate property owners or occupants.
- Ability to interact effectively with landlords and others to achieve voluntary abatement of violations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with township employees, contractors to the township, representatives of other governmental units, professional contacts, elected officials, landlords, homeowners and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and the ability to learn new software programs applicable to the position.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of moderate weight.

While performing the duties of this job the employee regularly travels between rental units and must be able to tolerate working in changing weather conditions and potentially unsanitary conditions. The noise level in the work environment varies from quiet to loud.

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The Charter Township of Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected

veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.