

## **Job Description: Part-Time License Inspector**

SALARY RANGE: \$20,000 to \$26,000 annually (\$20 to \$25 per hour), paid on an hourly basis for 20 hours per week.

DEFINITION: Under the supervision of the Code Enforcement Director, the License Inspector coordinates enforcement and activities associated with the City of Dayton (“City”) the Residential Rental License and Safety Inspection Program (“Rental License Program” or “Program”) and other licensing ordinances enacted by the City and other activities as directed by City administration.

EQUIPMENT/JOB LOCATION: Knowledge of modern office procedures and equipment, including computer applications, such as word-processing, spreadsheets, and other programs, as needed. Ability to operate a motor vehicle. Position requires intermittent sitting, standing, or stooping, lifting of light objects (less than 25 pounds), and performing activities in both office surroundings and in the field.

### ESSENTIAL FUNCTIONS:

- Inspects residential rental dwelling units in the City of Dayton, Ky. to insure they comply with city ordinances.
- Works with the City Clerk and Code Enforcement Director to issue, manage, and enforce rental property licenses required under the Rental License Program and pursues enforcement actions against landlords who fail to register rental property with the City or comply with the Program and related ordinances.
- Regularly communicates with landlords, property owners, tenants, and others as needed to implement and enforce the regulations of the Rental License Program and related ordinances.
- Investigates and resolves complaints regarding violation of the requirements under the Program and in other City ordinances.
- Visits work sites and businesses to ensure compliance with all City business regulations, including the requirement that businesses have a City occupational license.
- Works closely with the City of Dayton Police Department to support the department in its enforcement of in-state vehicle registrations in the City.
- Assists in creating the City’s enforcement program for the Rental License Program and other City licensing ordinances.
- Analyzes procedures and processes on a regular basis to ensure efficiency of inspections under the Program and other assigned duties.
- Regularly patrols City utilizing city vehicle to investigate possible violations under the Program and other ordinances.
- Represents City Administration at Code Enforcement Board meetings during appeals to the Board and at City Council meetings.
- Answers telephone, email, and other forms of communications on a daily basis and conducts such communications in a respectful manner.

- Maintains good communications and relationships with City employees, governmental officials, and the public.
- Responds to complaints and inquiries from tenants, landlords, businesses, and others.
- Performs other duties as assigned by Code Enforcement Director, City Administrator, or Mayor.

REQUIRED KNOWLEDGE:

- Ability to establish and maintain effective working relationships with City employees, government officials, and the public.
- Ability to work with no supervision and to make effective decisions when the need arises.
- Knowledge of modern office procedures with an emphasis on word-processing, spreadsheets, and other computer software and hardware.
- Initiative, resourcefulness, thoroughness, integrity, patience, tact, and dependability.

QUALIFICATIONS:

- Graduation from high school or its equivalent at a minimum.
- Valid Operator's License.
- Ability to submit to medical, physical, and psychological testing as required by the City's Personnel Policy.
- Ability to use Microsoft programs, including Word and Excel, and other office-related computer programs.
- Thorough knowledge of the geography of the City of Dayton.
- Ability to communicate effectively, both orally and in writing.