

The Maryland-National Capital Park and Planning Commission

TITLE: Park Property Inspector
SERIES: Park Property

GRADE: F **CODE:** 3510
DATE: 1/13/88

Class Definition

Under direction, performs technical inspection work of over 100 park rental properties involving moderate responsibility, complexity, and variety. Monitors compliance with lease agreements. Coordinates maintenance of facilities. Serves as liaison with tenants. Schedules most inspections in advance, but also conducts unscheduled inspections, if needed to correct problems. Performs other related duties as assigned.

Examples of Important Duties

1. Conducts inspections. Inspects each rental property (e.g., homes, office buildings, farmland) at least once per year. Identifies safety and health problems, building code violations, and lease violations. Photographs serious problems. Determines what maintenance, repairs, or other corrective actions needed. Establishes on-site responsibility for corrective actions, discusses findings and conclusions with tenants and makes recommendations for corrective actions. Writes reports and correspondence. Conducts follow-up inspections to check corrective action by tenants. Recommends eviction of tenants, if needed.
2. Provides service to tenants. Responds to calls from tenants regarding maintenance and repairs needed at rental properties (e.g., leak in roof, clogged plumbing, faulty electrical wiring). Inspects problems and orders repairs or other corrective action. Reports on work to be done by Commission.
3. Coordinates maintenance and may supervise maintenance staff. Estimates staff, equipment, materials, and supplies needed for projects. Writes work orders and sets priorities for maintenance crew. Conducts follow-up inspections of rental properties to check repair work and make sure problem was solved. Obtains permits. Coordinates projects with other Commission units and government agencies.
4. Assists in preparation of bid specifications. Checks work that is contracted out for compliance with contract. Explains required changes/corrections to contractors.
5. Assists in defining goals and objectives. Recommends policies and procedures. Designs forms.

The Maryland-National Capital Park and Planning Commission

TITLE: Park Property Inspector
SERIES: Park Property

GRADE: F **CODE:** 3510
DATE: 1/13/88

Examples of Important Duties (Continued)

6. Recommends the selection of employees. Participates in interviews and evaluation of applicants for maintenance crew (e.g., carpenters, painters).
7. Keeps records. Maintains records of inspections, photos, work orders, and maintenance work performed. Writes periodic administrative reports.

Important Worker Characteristics

- A. Knowledge of (1) building construction; (2) business administration; (3) Commission organization;* (4) Commission policies and procedures;* (5) property management;* (6) safety.
- B. Skill in operation of (1) auto; (2) calculator; (3) camera; (4) photocopier.
- C. Ability to (1) apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read and interpret blueprints, bid specifications; (4) read routine reports and correspondence; (5) write routine reports and correspondence; (6) use proper spelling, punctuation, and grammar; (7) speak clearly; (8) organize work efficiently; (9) deal effectively with construction contractors, engineers, and the public.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. High school or GED; and
2. Courses in building construction or related subjects; or one year experience in this area; and
3. Two additional years experience in building construction or engineering inspection; or
4. An equivalent combination of education and experience.
5. Valid Maryland driver's license or the ability to acquire one.

Working Conditions

Primarily works in field. Much driving. Works occasional evenings, weekends, and holidays. On-call 24 hours.