

Borough of Sharon Hill

Property Maintenance Inspector

Fax (610) 586-3991

Email: admin@sharonhillboro.com

Department: Code Enforcement - Part Time

Estimated initially 15-20 hours per week; \$15-20 per hour depending on experience.

Reports to: Borough Manager

Position Summary

Works independently to conduct inspections on residential and commercial buildings as well as managing specific projects related to these types of inspections. The position entails both administrative and field inspection work. Duties include but are not limited to review of property maintenance and applicable enforcement as well as some rental unit inspections and follow up.

Essential Duties & Responsibilities

- Conduct property inspections to enforce high grass, weeds, debris accumulation nuisance provisions, and property maintenance violations and follow up regarding compliance.
- Property maintenance inspections; as well as enforcing the PA UCC and local property maintenance ordinances.
- Perform regular rental unit inspections
- Assist in tracking vacant properties and performing vacant property inspections

Prior code enforcement or property inspection experience preferred. Must have at least a high school diploma or GED equivalent. Must have valid PA driver's license and ability to pass a drug and background check. Send resume and cover letter via fax or email as indicated above. Position to be filled as soon as possible.