



**City of Avon Lake, Ohio
Classification Specification
Property Maintenance Specialist**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFICATION STATUS	PCN
Community Development		Non-Exempt	Unclassified	

CLASSIFICATION SUMMARY
The Property Maintenance Specialist reports to the Community Development Director and is responsible for coordination with Planning and Zoning to relay information on projects and cases. The Specialist will be responsible for enforcement of Avon Lake Codified Ordinances through inspections and addressing community property maintenance concerns.

ESSENTIAL DUTIES ¹	% OF TIME
Code enforcement of Avon Lake Codified Ordinances. Perform routine inspections that are part of the complaint management process related to Avon Lake property standards, such as yard upkeep, building maintenance, and structural integrity. Document and address common issues such as overgrown lawns, unpermitted structures, and deteriorating facades.	30
Receive and document City resident complaints, provide an assessment of the situation, and determine what further action is required. Maintain communication with complainants and property owners throughout the resolution process.	25
Issue code violation notices and communicate with City Prosecutor to issue violations. Provide residents with timelines for corrective action. Conduct follow-up inspections.	15
Create and maintain a calendar of proactive maintenance inspections. Create incentives for property improvements such as landscaping, façade upgrades, or repairs to vacant or blighted properties.	10
Engage with local groups, businesses, and volunteers to encourage neighborhood beautification.	10
Promote seasonal tasks such as snow removal, leaf collection, and gutter cleaning to ensure a high standard of property safety and appearance. Provide resources for residents who are financially or physically challenged.	5
Participate in the City of Avon Lake Historical Preservation Commission.	5
Assist with the sidewalk maintenance program. Coordinate with other City departments. Performs other duties of a similar nature or level.	As required

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

One to three years' experience in property maintenance, inspections, code enforcement, construction, or related field.

PREFERRED EDUCATION AND EXPERIENCE:

High school diploma or GED, and experience in construction or building principles, property maintenance, GIS, and/or code enforcement.

CERTIFICATIONS/LICENSES:

Valid Ohio Driver's License or ID, or the ability to obtain an Ohio license within three months.

KNOWLEDGE OF:

- Principles and practices in code enforcement, building principles, property maintenance, and GIS.
- Applicable federal, state, and local laws, rules, and regulations

SKILL IN:

- Providing customer service and working with the public
- Communication and interpersonal skills, as applied to interaction with coworkers, supervisors, and the public
- Microsoft Office suite and experience using office equipment (such as printer/scanner), GIS, and web-based electronic systems
- Simultaneously managing multiple priorities
- Reading maps and scales
- Interpreting and applying applicable laws, ordinances, codes, rules, and regulations
- Analyzing and collecting data
- Preparing reports and documents

ADA AND OTHER REQUIREMENTS

This position typically requires reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

SEDENTARY WORK:

Exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required frequently when conducting inspections. Operating a motor vehicle is necessary to travel to and from work sites.

WORKING CONDITIONS:

Work is generally performed in indoor and outdoor environments; may have frequent exposure to hot or cold weather elements.

HOURLY/SALARY RANGE* AND BENEFITS **Subject to City Council approval*

- \$58,000 to \$61,000 annually
- Applicable benefits provided to full-time non-bargaining employees, as declared in Codified Ordinance Chapter 260