



## **PROPERTY MAINTENANCE OFFICIAL**

Upper Merion Township, located in King of Prussia, PA, is seeking a knowledgeable and experienced **Property Maintenance Official**. The **Property Maintenance Official** is responsible for assuring public health, safety, and welfare in so far as they are affected by the continued occupancy and maintenance of structures and premises by enforcement of the International Code Council's Property Maintenance Code, as modified and adopted by the Township, as well as other codes and regulations adopted by the Township, including our recycling ordinances.

The duties of the **Property Maintenance Official** include (but are not limited to):

- Enforce the provisions of the International Property Maintenance Code or other adopted applicable codes governing the conditions of all the properties in the Township.
- Enforce provisions of the Upper Merion Township Code related to certain specific nuisances.
- Investigate complaints, determine violations, recommend correction, compose and send notices of violations, conduct follow-up inspections, and take appropriate action to ensure compliance when necessary.
- Write and file citations, prepare all materials for court hearings, and represent the Township in Court.
- Conduct non-technical building/zoning inspections.
- Maintains inspection records and entries in official logs and databases; compiles inspection statistics.
- Deals tactfully and impartially with the public, firmly enforces codes, regulations, and ordinances, and communicates effectively and professionally.
- Withstands exposure to weather, uneven or slippery surfaces, dusty conditions, and high noise levels.
- Responds to complaints regarding compliance with the International Property Maintenance Code as modified and adopted; respond to nuisance complaints such as odor, dust, and noise; complaints regarding rubbish, garbage, litter, animal waste, and overgrown weeds, grass, and grass clippings.
- Meets with complainants to provide the status of complaints, including referrals to other agencies that might be the correct authority having jurisdiction.
- Attends meetings and court hearings.
- Follow-ups on complaints by inspections and ordinance enforcement.
- Perform related duties as required.

### **Physical Characteristics:**

- Sit, stand, twist, crouch, kneel, reach at all levels, and perform fine manipulation occasionally.

### **Minimum Education, Training, and Experience Required:**

- High School Degree.
- Operational knowledge of Microsoft Office Suite of products, including Word and Excel.

### **Additional Requirements:**

- A Pennsylvania Driver's License.
- Possession of or ability to obtain certification as a Property Maintenance Official.

### **How to Apply:**

For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit a **completed job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org).

**Applications will be accepted until the position is filled.**

**Equal Opportunity Employer**