

**Position: Part-Time Rental Housing Inspector**

**Wage:** \$13-\$15 per hour

**Hours:** Approx. 15-20 hours per week

**Essential Duties & Responsibilities:**

*The duties noted below are not to be construed as exclusive or all-inclusive. Other duties may be assigned as necessary.*

- Answers the telephone and assists rental housing applicants with registrations, inspections and related general property information requests
- Conducts field inspections and maintains all case file materials in association with the City of Aurora's Rental Registration and Inspection Program and the City Rental Inspection Checklist
- Collects and files inspection reports and all other applicable case file materials for rental housing properties that are exempt to routine inspections
- Works with City and County staff to prepare and maintain a list of rental housing units in the City—with a focus on identifying units that are subject to the City of Aurora's Rental Registration and Inspection Program
- Enforces compliance of City of Aurora's Rental Registration and Inspection Program and works with local building, health, and fire department staff and officials to report and address (other) potential code compliance issues
- Prepares and organizes materials for court cases related to *rental housing* enforcement issues
- Performs a variety of clerical tasks, including, but not limited to, data entry, copying, scanning, and filing various documents and records
- Enters data and maintains enforcement-related databases and related GIS data sets

**Minimum Training & Experience Required:**

- High school diploma or equivalent
- Possess a valid driver's license
- Familiar with use of various Microsoft software, including: Word, Excel, and OneNote
- Familiarity with GIS software is preferred
- Ability to pass pre-employment screening / testing
- Must be eligible to work in the United States
- A background in construction and / or code enforcement is preferred
- All certifications required to perform building safety inspections. The City may allow the ideal applicant up to 4-6 months to obtain the necessary certifications.
- Possess a valid driver's license
- Ability to pass pre-employment screening / testing
- Must be eligible to work in the United States

Applications must be submitted to City of Aurora City Manager via email at [gemery@aurora.in.us](mailto:gemery@aurora.in.us)  
Or fax to (812)812-926-4157 or mail to City of Aurora Attn: City Manager, P.O. Box 158, Aurora IN 47001  
NO LATER THAN January 19<sup>th</sup>, 2018 at 4 pm.