

NOTICE TO LOCAL #1300 EMPLOYEES

SUBJECT: VACANCY

Pursuant to Article VII, Section 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a vacancy. Consequently, applications for the position of **RENTAL INSPECTOR**, Department of Economic and Community Planning and Development, Office of Building, Housing, and Improvements will be accepted in the Bureau of Human Resources from February 26, 2008 through March 3, 2008. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

1. **RATE OF COMPENSATION:**
 - a. The 2008 salary range for this position is \$35,763.00 to \$42,074.00 for current bargaining unit members. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1310.

2. **HOURS OF WORK:**
 - a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.

3. **DUTIES:**
 - a. Perform inspections of residential and commercial properties throughout the City of Wilkes-Barre to ensure that properties meet all regulations of the City Code and applicable ordinances prior to sale or transfer.
 - b. Perform other inspections as assigned.
 - c. Cite property owners whose properties are in violation of the City Code and/or ordinances and perform follow up inspections regarding violations.
 - d. Testify as necessary in the prosecution of negligent property owners.
 - e. Prepare the appropriate abatement notices and other paperwork as relates to (a), (b), and (c) above.
 - f. Work in conjunction with the Community Action Team (CAT) in performing the above-referenced duties as well as attending any necessary meetings.
 - g. Share information with the Zoning Office relative to both departments.
 - h. Work in conjunction with realtors regarding the City requirements for property transfers.

- i. Perform any and all building, housing, and/all rental inspections as assigned.
- j. Travel within the City of Wilkes-Barre.
- k. Assist Code Enforcement Officers as assigned.
- l. Maintain confidentiality of all materials/information.
- m. Other related duties as assigned.

4. QUALIFICATIONS:

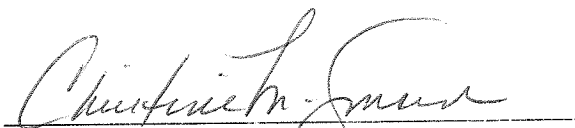
- a. Ability to read and understand safety rules and procedures, manuals, and instructions including those promulgated by the City of Wilkes-Barre and/or the Uniform Construction Code (UCC).
- b. Familiarity with the City of Wilkes-Barre Code and Ordinances relative to rental and commercial inspections as well as the UCC rules and regulations.
- c. Ability to obtain the professional certifications required by the City of Wilkes-Barre and the UCC within sixty (60) work days.
- d. Experience working in building construction or inspection
- e. Ability to read and interpret construction plans and drawings.
- f. Ability to work in courteous manner with the public.
- g. Valid Pennsylvania Driver's License.
- h. High school diploma or equivalent.
- i. Ability to maintain confidentiality with all information.
- j. Ability to work with minimal supervision.
- k. Ability to physically perform the duties listed above.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Position requires standing, climbing, walking, bending, stooping, and working from a reclined/elevated position up to eighty (80%) of the time.
- b. Position requires exposure to adverse weather conditions, disagreeable odors and fumes, and properties which are not fit for human habitation.

6. OTHER

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.
- b. Maintain professional certifications as required by the City of Wilkes-Barre and the UCC.



Christine M. Jensen, SPHR
Director of Human Resources
February 25, 2008

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1300 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.