

ORDINANCE NO. 25-33

INTRODUCED BY: Mr. Zuber

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PROPERTY MAINTENANCE SPECIALIST AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Human Resources Committee and the Human Resources Director that a job description for the position of Property Maintenance Specialist be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Property Maintenance Specialist shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

PASSED: 2/24/2025

/s/ Jennifer G. Fenderbosch
Council President

POSTED: 2/28/2025

APPROVED: 2/24/2025

ATTEST: */s/ Valeria E. Rosmarin*
Clerk of Council

/s/ Mark A. Spatzel
Mayor



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

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFICATION STATUS	PCN
Planning	E9	Non-Exempt	Unclassified	

CLASSIFICATION SUMMARY

Under the general supervision of the Community Development Director, the Property Maintenance Specialist is responsible for coordination with Planning, Zoning, and Public Works to relay information on projects and cases and is responsible for enforcement of the Avon Lake Codified Ordinances through doing inspections and addressing community property maintenance concerns.

ESSENTIAL DUTIES ¹	% OF TIME
Enforces the Avon Lake Codified Ordinances; performs 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; documents and addresses common issues, such as overgrown lawns, unpermitted structures, and deteriorating facades.	30
Receives and documents City resident complaints; provides an assessment of the situation(s), and determines what further action is required; maintains communication with complainants and property owners throughout the resolution process.	25
Issues code violation notices and communicates with the City Prosecutor to issue violations; provides residents with timelines for corrective action; and conducts follow-up inspections.	15
Creates and maintains a calendar of proactive maintenance inspections; creates incentives for property improvements, such as landscaping, façade upgrades, or repairs, to vacant or blighted properties.	10
Engages with local groups, businesses, and volunteers to encourage neighborhood beautification.	10
Promotes seasonal tasks, such as snow removal, leaf collection, and gutter cleaning, to ensure a high standard of property safety and appearance and provides resources for residents who are financially or physically challenged.	5
Participates in the City of Avon Lake Historical Preservation Commission.	5

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.

Assists with the sidewalk maintenance program; coordinates with other City Departments; and performs other duties of a similar nature or level.	As required
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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma (or GED) and one to three years of experience in property maintenance, inspections, code enforcement, construction, or related fields.

PREFERRED EDUCATION AND EXPERIENCE:

Experience in construction or building principles, property maintenance, Geographic Information Systems (GIS), and/or code enforcement.

CERTIFICATIONS/LICENSES:

Valid Ohio Driver's License or ID.

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 both indoor and outdoor environments.

HOURLY/SALARY RANGE* AND BENEFITS <i>*Subject to City Council approval</i>
<ul style="list-style-type: none">▪ \$27.88 to \$29.33 hourly, or \$58,000 to \$61,000 annually▪ Applicable benefits provided to full-time non-bargaining employees, as declared in Codified Ordinance Chapter 260