



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

RENTAL REGISTRATION ASSISTANT / HOUSING INSPECTOR

Department of Licensing, Inspections and Permits

GENERAL DESCRIPTION

This position assists in the enforcement of the Rental Registration Ordinance throughout the City of Scranton. The intent of the ordinance is to ensure that all rental units located within the City of Scranton are registered with the LIPS Department and are in good sanitary condition with all necessary repairs made. All rental units must meet the requirements of the City of Scranton Zoning Ordinance and the IMPC Property Code. This position is responsible for the enforcement of the International Property Maintenance Code throughout the City of Scranton. The intent of code is “to ensure public health, safety, welfare insofar as they are affected by the continual occupancy and maintenance of structures and premises”. Existing structures and premises that do not meet these provisions shall be altered or repaired to provide a minimum level of health and safety as required by the code.

DUTIES AND RESPONSIBILITIES

- Assist in registering all rental properties located within the City of Scranton.
- Assist in issuing registration certificates to any person who is required to register a rental property after said person has complied with Rental Registration Ordinance and paid the annual registration fee.
- Assist in administering fees associated with the administration of the Rental Registration Ordinance.
- Assist in collecting and depositing of all fees associated with the administration of the Rental Registration Ordinance.
- Performs inspection and site visits of rental properties located within the City of Scranton.
- Enforce the City of Scranton Rental Registration Ordinance.
- Create and maintain files, forms and reports and other job related duties as assigned, such as rental registration log and an authorized agent log for all rental properties.
- Assist in the correspondence to owners and authorized agents of rental properties.
- Create and maintain electronic files including electronic photos of rental properties.
- Assist in compliance with all applicable department policies and procedures.
- Perform Inspections
- Enforce the International Property Maintenance Code (IMPC) and related City Ordinances.
- Enforce International Residents Code (IRC).
- Maintain log of locations visited and verify what reason for visit to property.
- Issue Quality of Life Tickets to enforce the International Property Maintenance Code.
- File citations when necessary.
- Attends court as needed for housing-related hearings and/or appeals.
- Respond to complaints from public and inform property owners about issues.
- On call/overtime as needed.
- Report on-call for work as requested by the Department and/or Deputy Director.
- Other related, necessary duties as required by the Department Director/Supervisor.

REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES

Ability to learn the Uniform Construction Code, and related applicable housing codes, ordinances and regulations.

Ability to conduct physical inspections.

Ability to enforce codes, ordinances firmly, tactfully and impartially.

Excellent communication skills.

Basic Microsoft Office Suite skills.

Ability to maintain records and prepares reports.

Ability to perform data entry, including logging of rental registration fees.

High School graduate or equivalency.

Certified Property Maintenance / Housing Inspector.

Possession of a valid motor vehicle operator's license issue by the Commonwealth of Pennsylvania.