**City of Logansport**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Rental Property Inspector</th>
<th>Job Category:</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Group:</td>
<td>Building Department</td>
<td>Job Code/ Req#:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>601 E. Broadway</td>
<td>Travel Required:</td>
<td>No</td>
</tr>
<tr>
<td>Level/Salary Range:</td>
<td>$25,000 - $29,000/year</td>
<td>Position Type:</td>
<td>Full-time</td>
</tr>
<tr>
<td>HR Contact:</td>
<td>Maria Evanich</td>
<td>Date posted:</td>
<td>5/28/2020</td>
</tr>
<tr>
<td>Will Train Applicant(s):</td>
<td>Wayne Erwin</td>
<td>Posting Expires:</td>
<td>6/30/2020</td>
</tr>
</tbody>
</table>

**Applications Accepted By:**

- Applications can be printed from the city website or picked up at the Building/Code Enforcement office
- Return by E-mail: swarpenburg@cityoflogansport.org
- Subject Line: Rental Property Inspector position
- You can also Drop off or Mail to:
  - Wayne Erwin
  - Building Commissioner
  - 601 E. Broadway, Suite 303
  - Logansport, IN 46947

**Job Description**

**PRINCIPLE DUTIES OF THE POSITION:**

- Inspect rental properties
- Schedule inspections with property owners
- See that all rental properties are properly registered
- Registration of abandoned properties
- Answer Telephone
- Take Messages from Phone Calls and Walk ins
- Cover Office when needed
- Other duties as assigned by department staff

**ADDITIONAL DETAILS**

This is a full-time position with benefits.
The hours will 8am – 4pm Mon-Fri.

**REQUIREMENTS:**

Must be 18 years or older.

Approved By: Stacy Cox, Deputy Mayor  
Date: 5/28/2020