

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 71

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|-----------------------|---------------------------|---------------------|---------------------|------------------------|----------------------|
| Position Title | Property Inspector | | | | |
| Date Evaluated | October 20, 2005 | Date Revised | Oct 22, 2005 | Notes Taken By: | Jane Mizanski |

| Factor | Level | Explanatory Notes |
|---|--------------|---|
| 1. Writing Skills | 2 | Records information on NotePad, OASYS, call back forms for ratepayers, accurate notes on assessment record. |
| 2. Numeric Skills | 2 | Calculate property frontage/depth, apportionments, supp/omit calculations, % un/finished, assessment to sales ratios, conversion to metric measurements. |
| 3. Technical Skills/Professional Knowledge | 3 | Knowledge of building constructions, data elements required for valuation, property classifications; to perform tasks related to data collection and sales investigation; skills and knowledge largely learned on-the-job but some assessment training can be useful. |
| 4. Analytical/Problem-Solving Skills | 3 | Uses standard procedures, forms/records and guidelines to assess renovations, home quality, etc. to complete work; eg. analyzes LTTAs where effective sales date incorrect, apportionment to be calculated/value to be apportioned must understand the property type, context of the apportionment to resolve. |
| 5. Communication Skills | 3 | Call-back with ratepayers, trying to get and impart information from/to the ratepayers and to gain access to the property; may provide general information to homeowners on assessment appeals process but specific details or in-depth enquiries are referred to CS or PV valuation staff. |
| 6. Co-ordinating Skills | 1 | Normal organization and coordination of property files to prepare workload for the day/week. |
| 7. Freedom of Action | 3 | Work (permits, supp/omits) are assigned by the PI Analyst weekly, problems are referred to PIA; incumbent can determine the sequence of the work for the week eg. route to take for the day. |
| 8. Guiding Others | 2 | Imparts knowledge and experience with less experienced staff/students, temporary employees, but no formal responsibility for training/guiding. |
| 9. Physical Effort | 3 | Climbing, walking, field work under various terrain and conditions, driving long stretches, walking on construction sites, factories, farms; preparing boats for use, ie lifting fuel tanks, un/loading safety equipment, launching/hitching boats. |
| 10. Manual Dexterity | 2 | Measure physical premises with tape measure, use pocket PC/handheld for recording data, occasionally sketch property. |
| 11. Audio/Visual Effort | 1 | Viewing data on computer monitors but can lessen the strain. |
| 12. Working Conditions | 3 | Some extended driving in remote areas, dealing with irate homeowners, regular exposure to difficult weather (both winter and summer), site visits to factories, farms, dealing with guard/dogs, exposed to conditions without benefit of backup from other staff. |
| General Notes | | |