



## Neighborhood Surveyor

Starting Date:	June 2, 2021.
Ending Date:	No later than November 5, 2021.
Wages:	\$18 per hour for 35 paid hours per week. Daily 1 hour unpaid lunch break, and two 15 minute paid breaks.
Hours:	Monday – Thursday, 8:00 a.m. to 4:30 p.m. Friday, 8:00 a.m. to 2:00 p.m.
Bonus:	Cash bonus of up to \$1000 based on pro-rated employee performance that meets or exceeds project goals at the discretion of the Land Bank.
Paid Time Off:	Up to 35 hours of paid sick time off for employee illness. Up to 14 hours of paid personal time off for non-illness reasons.
Paid Holidays:	Juneteenth – Friday, June 18 <sup>th</sup> Fourth of July - Monday, July 5 <sup>th</sup> Labor Day – Monday, September 6 <sup>th</sup> Indigenous People’s Day – Monday, October 11 <sup>th</sup>
FLSA:	Non-Exempt. Overtime paid only with prior authorization by supervisor.

---

### **Introducing the Land Bank**

The Lucas County Land Bank is a non-profit organization working to build and strengthen our community’s neighborhoods. Since our founding 10 years ago, the Land Bank and its energetic staff have renovated 750 properties, demolished thousands of blighted buildings, and increased the value of tens of thousands of properties in our community.

In 2015, the Land Bank finished a property-by-property survey of 122,000 sites in the City of Toledo. This first-of-its-kind data was made available to planners, community groups, and the public and helped steer over \$50 million of neighborhood investment to our region.

Now is the time to update this survey in Toledo, and we need your help! You can get paid to walk our neighborhoods, evaluate property conditions, and update this data set for a new decade of investment.

### **Position Summary**

The Neighborhood Surveyor works under the supervision of Land Bank staff to complete a standard survey of properties in the City of Toledo from the sidewalk using the Land Grid software tool and smartphone equipment provided by the Land Bank. The Surveyor works outdoors in designated geographic areas with at least one Surveyor partner for safety and support. A Surveyor must be able to work confidently on their own, be able to handle interactions with residents in a friendly manner, be knowledgeable about Toledo’s neighborhoods or open to learning, and be receptive to input from supervisors and changes to the work to fit the needs of

the overall effort. The Surveyor is expected to complete between 10,000 and 15,000 individual property surveys during the course of the employment.

A Neighborhood Surveyor will be physically present in Toledo's neighborhoods and will have regular interactions with property owners and residents of the neighborhood during the course of this work. Thus, there are numerous opportunities for an individual to unknowingly transmit the COVID-19 virus to community members during this work. Therefore, it is a condition of this employment that the Surveyor be fully vaccinated with an approved COVID-19 vaccine before being hired for this work. An applicant must provide verifiable documentation of such vaccine before beginning employment, unless the applicant has a medical condition, disability, or sincerely held religious belief with respect to such vaccine.

### **Duties**

- Participate in extensive training and on-the-ground experience work to ensure that the property surveys are completed uniformly to the expectations of the Land Bank.
- Complete up to 140 individual property surveys during a full working day in a designated geographic area working nearby to at least one other Surveyor partner.
- Complete at least 10,000 individual property surveys during the course of employment.
- Provide basic support to one or more assigned Surveyor partner(s) during the course of a business day while each Surveyor completes individual property surveys in the same geographic area.
- Participate in weekly management meetings with Land Bank supervisors at designated sites to review the progress of the work and distribute upcoming assignments.
- Participate in regular communication with fellow Surveyors and Land Bank supervisors through the Slack smartphone app.
- Utilize Land Bank provided smartphone technology and related equipment to input the individual property surveys using the Land Grid software licensed to the Land Bank through Loveland Technologies.
- Wear certain safety or Land Bank branded clothing during the work, provided by the Land Bank.
- Report technological, site-based, partner, or weather-related problems promptly to Land Bank supervisors and carry-out subsequent directions.
- Be friendly and courteous to residents or property owners who ask questions during the course of a survey, and provide basic information to the individual regarding the survey or community resources during that interaction.
- Participate in general Land Bank staff activities where invited, including neighborhood clean-ups or other project work of the organization.
- All additional duties as assigned.

### **Working Conditions**

- 7 daily hours of work, including team meetings, conducted outdoors, with minimal work in an indoor office setting.
- Exposure to unpredictable weather conditions, including high temperatures, high humidity, rain, wind, and intense sun.
- Potential exposure to loud noise in a neighborhood setting, including along major vehicle thoroughfares.

- Essential physical requirement to be able to stand and walk for up to 7 hours per day, while typing on or using an Apple iPhone and related equipment for battery charging.
- Essential physical requirement to be able to carry up to 5 pounds in a back-pack for up to 7 hours per day.
- Must be able to travel by vehicle to varying sites to complete daily work based on direction from Land Bank supervisors.

**Expected Qualities and Skills**

- Commitment to the mission of the Lucas County Land Bank.
- General knowledge of Toledo’s diverse neighborhoods and a comfort walking in and collecting survey data in a variety of neighborhoods – some of which have a chronic lack of investment – during day light hours.
- Willingness to be helpful and responsive to residents, surveyor partner(s), and Land Bank supervisors.
- Exemplary interpersonal skills, and persistent and excellent follow-through.
- Resourceful problem solver with attention to details.
- Ability to meet deadlines, use time efficiently, prioritize work obligations, and work independently and effectively as a team member.
- Ability to handle difficult situations and conflicts with a positive attitude and professionalism.
- Ability to maintain a professional, positive image within the community and with residents and other staff members.
- Proficient skill with an Apple iPhone, Apple iOS operating system and related applications, including a basic understanding of battery charging capacity and cell service coverage.

Minimum Qualifications: A high school degree or G.E.D. and at least six months of general work experience, including paid or unpaid internships.

A valid driver license, and a personal vehicle available to use for traveling to neighborhood sites and business meetings with proof of vehicle insurance coverage.

Verifiable documentation of a completed COVID-19 vaccine regiment in which at least 14 days have passed since the final inoculation.

Preferred Qualification: At least three years of work experience, particularly work experiences in community development, neighborhood engagement, or non-profit settings.

*Notice:* This is a temporary employment opportunity and the Land Bank cannot offer or guarantee full-time employment to any applicant who is hired for this work, regardless of performance. A Neighborhood Surveyor will not be eligible for certain employee benefits otherwise provided to full-time employees at the Land Bank.

The Lucas County Land Bank is an equal opportunity employer.