

Certified

# CODE ENFORCEMENT OFFICER

## CLASSIFICATION

<b>Title:</b>	Code Enforcement Officer	<b>Civil Service Status:</b>	Classified
<b>Department:</b>	Building	<b>FLSA:</b> N/A	Non-Exempt
<b>Bargaining Unit:</b>	N/A	<b>Bargaining Unit Approval:</b>	N/A
<b>Immediate Supervisor:</b>	Director of Development	<b>Positions Supervised:</b>	N/A

## Description

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, nuisances, housing, building codes, health and safety, blight, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions. This position will work specifically in the City's low to moderate income areas.

## Job Duties

- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, nuisances, housing, building codes, health and safety, blight, and other matters of public concern.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of municipal codes and ordinances; interview complainant and property owners/tenants; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, to ensure compliance with appropriate codes and ordinances.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations.
- Prepare a variety of written reports and correspondence related to enforcement activities.
- Operate computer/tablet to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- Locate vacant residences and businesses; make sure buildings are secure as necessary; post the property as necessary; check vacant buildings for registration.

- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Perform related duties as required.

#### **Education/Experience Required**

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High school Diploma or GED and valid Ohio Driver's License required. Candidates for hire must successfully complete a pre-employment background check and drug test prior to appointment. Salary range \$37,793.60-\$47,132.80 annually based on experience. There will be a one (1)-year probationary period beginning date of hire. The Property Maintenance and Housing Inspector examination from the International Code Council must be completed within nine (9) months from date of hire.

Prior experience with municipal code enforcement is not a prerequisite for hire but several candidate skills and abilities are preferred as follows:

- Ability to establish and conduct reasonable and effective communications with other persons who may be hostile or indifferent and act calmly, tactfully, and courteously under relatively stressful conditions.
- Ability to write legibly and succinctly, and complete professional report documents.
- Ability to effectively gather relevant facts through records research and inspection activity, or other related investigative skills.
- Ability to use both computerized and manual record systems to effectively record, update and organize information.
- Ability to understand and interpret City codes, ordinances and regulations and recognize conditions which deviate from established standards
- Ability to interpret maps.