

CODE ENFORCEMENT OFFICER

NATURE OF WORK

This is field inspection work securing conformance to a variety of City codes and ordinances. Work involves investigating, inspecting, and enforcing nuisance and property maintenance codes and also ensuring that all residential multifamily rental properties meet minimum housing standards. Work is performed under the supervision of the Code Enforcement Supervisor and is reviewed through reports and conferences.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Inspects all residential areas within the city for obvious nuisance violations including weeds and debris, trash, junk vehicles, etc.; responds to citizen complaints/inquiries concerning violations.

Initiates contact in person, by telephone, or in writing to cite violations and to identify guidelines and timeframes to bring violations into compliance; performs reinspection to assure compliance; may testify in court.

Ensures that all residential multifamily rental properties are in compliance with City codes; inspects heating and cooling system, plumbing, electrical and general building maintenance; inspects the maintenance of commercial and industrial properties.

Communicates with the public at the development department counter or by telephone concerning zoning, nuisance, or property maintenance matters; receives and processes various applications for adherences to zoning codes.

Maintains records and files regarding inspections and violations; prepares staff reports as directed.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

OTHER JOB FUNCTIONS

Performs related duties as assigned.

REQUIREMENTS OF WORK

Graduation from high school (or GED), supplemented by courses in building or property maintenance; experience in building maintenance or related field; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Considerable knowledge of the property maintenance and nuisance ordinances, regulations, and related codes.

Knowledge of good property maintenance practices.

Ability to inspect houses or sites and ascertain compliance with applicable codes.

Ability to tactfully enforce codes and regulations.

Ability to communicate effectively, orally, and in writing.

ICC/AACE Property Maintenance & Housing Inspector certification (within 12 months of hire).

Ability to establish and maintain effective working relationships with other employees, the development community, and the general public.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Ohio driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts; in precarious places; and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, and vibration.