

POSITION TITLE Seasonal Code Enforcement Officer	STATUS Part time – Non Exempt (temp.)
REPORTS TO Director of Planning and Zoning	Salary Range: \$15/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED

PURPOSE:

The position of Seasonal Code Enforcement Officer reports directly to the Director of Planning and Zoning to assist in the daily work load with respect to inspections, communications, and follow up on nuisance enforcement issues. A heavy emphasis is placed on the inspection of tall grass and weeds nuisance complaints.

SCOPE:

Under the supervision of the Director of Planning and Zoning this position:

- Assists the Code Enforcement Officer with daily responsibilities;
- Investigates and enforces the provisions of the Township Zoning Resolution, the Township Property Maintenance Code, and the Ohio Revised Code with regard to nuisance;
- Works to ensure the public health, safety, and welfare of the community;
- Identifies repeat nuisance properties and their owners;
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form;
- Communicates clearly and regularly with the Director of Planning and Zoning and residents of the Township in a professional and courteous manner;
- Coordinates with Township Staff and contractors regarding the abatement of nuisance properties.

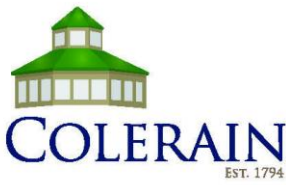
ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Maintain organized documentation to assist in management of the abatement and assessment process and coordinate with the Auditor’s Office to ensure all property tax assessments are placed on the property tax bill.
- Inspect the exterior of residential and non-residential property for conformance to minimum Township Code requirements.
- Investigate and enforces nuisance and property maintenance violations.
- Conduct field inspections, document violations, and prepare violation orders, notices, and reports.
- Work with property owners to achieve compliance on nuisance properties.
- Investigate possible nuisance and property maintenance violations in response to public complaints and/or those observed while in the field.
- Maintain complete and accurate records in all relevant systems of all complaints reported/reviewed, inspections completed, and violation cases investigated.
- Assist the Director of Planning and Zoning with reports and memos to ensure a thorough presentation of facts and staff consideration.
- Investigate and process possible nuisance violations.
- Prepares documents for Housing Court, Civil Court, or other relevant forms of enforcement and attends related court cases.
- Coordinates with other internal Township Departments and external governmental agencies to develop an approach that ensures compliance on properties with issues that expand beyond Zoning purview.
- Assists the department with communications to and builds relationships with various neighborhood groups and other community oriented organizations.
- Complete other tasks as assigned.

CRITICAL SKILLS /

- Knowledge of personal computers, oversized plotters, copiers, calculators, two way



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EXPERTISE:

radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.

- Computer skills preferably experienced in Microsoft Office Suite and ArcGIS. Require a valid operator’s permit.
- Exceptional customer service skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver’s license. High school diploma or GED equivalent. A bachelor’s degree in Urban Planning, Urban Studies, Geography, or related field is preferred.

PHYSICAL & MENTAL REQUIREMENT:

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, reaching for overhead files and occasionally lifting (must be able to list up to 25 pounds). Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer.

WORK ENVIRONMENT:

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties.

Regular and predictable attendance as established by Administration.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME