

JOB DESCRIPTION: Code Enforcement Officer, full-time
Initial application review will be April 28, 2025
Position open until filled

SALARY RANGE: \$40,000 - \$45,000 annually

DIRECT SUPERVISOR: Code Enforcement Officer and Residential Building Inspector

GENERAL PURPOSE

This position is responsible for performing inspections and investigations concerning violations of local and state laws along with the International Property Code and Zoning Resolution as adopted by Perkins Township, determine the presence of health hazards, nuisance violations, unsafe building conditions and violations of any health, building or land use regulation, statute or resolution, and aid property owners in the abatement of nuisances.

Additionally, this position will assist with all aspects of the Perkins Township Housing and Property Improvement Program and will serve as the main liaison between the Township and homeowners and contractors.

ESSENTIAL DUTIES

Duties include, but are not limited to:

1. Conduct investigations of reported code and zoning violations on private and public property; determines if other violations are present at the reported property.
2. Conduct property inspections for possible violations of Township's Maintenance Code (International Property Maintenance Code), Ohio Revised Code and Zoning Resolution.
3. Issue warnings, correction notices and notices of violation.
4. Assist with cases for hearings and trials by preparing reports, notice of violation, and case history documentation for code violation cases to be processed in courts, which may include giving testimony as a witness on behalf of the Township.
5. Track progress of violations and compliance.
6. Maintain all warning, notice, inspection, and violation records.
7. Document and responds to complaints and regularly conduct follow-up inspections until compliant.
8. Performs as the Township's primary liaison with property owners and contractors regarding the Township Housing and Property Improvement program and conduct all required inspections and maintain all project files.
9. Acknowledge and reply to all phone messages, e-mails, and other communications.
10. Comply with all applicable department security and safety rules, regulations and standards pertaining to vehicles and personal safety which includes proper safety apparel and equipment.
11. Convey a positive professional image by action, communication, and appearance.
12. Maintain regular attendance.
13. Performs other duties as assigned.
14. Responds to complaints regarding residential buildings, properties, and property maintenance.
15. Inspects buildings and properties for compliance with adopted codes.
16. Attend Board of Trustees, Board of Appeals and Court hearings as necessary to present information and/or testimony on violations and cases.

REQUIRED KNOWLEDGE, SKILLS AND QUALIFICATIONS

1. Ability to analyze research to determine the applicable codes, regulations, and statutes.
2. Ability to confirm property ownership, lien holders, and entities with interest in properties.
3. Ability to enforce regulations with firmness, consistency, tact, and courtesy in field inspection work.
4. Provide excellent customer service, problem-solving, and conflict resolution skills.

5. Proficient in the operation of computers, database entry, word processing, spreadsheets, and general office machines.
6. Establish and maintain effective working relationships with all levels of Township staff, officials, general public, other governmental entities and businesses.
7. Ability to work under pressure and meet deadlines.
8. Ability to organize, prioritize work assignments, and complete office work with minimal supervision.
9. Communicate clearly and effectively in person, by telephone, in writing and by e-mails.
10. Keep complete confidentiality.
11. Follow office procedures and etiquette.
12. Maintain a professional appearance and attire.
13. Ability to work independently as well as part of a team.
14. Attention to detail.

PHYSICAL REQUIREMENTS

The conditions herein are representative of those that must be met by an employee to successfully perform job functions:

Environment: Work is performed in a standard office setting with frequent interaction with the general public, property owners, and contractors.

Work is also performed outside of the office on construction sites, or on property of nuisance complaints.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting including standing or sitting for long periods of time, fine motor skills, stooping, bending, kneeling, crouching, climbing at construction sites or nuisance properties; see in the normal visual range with or without correction; hear in the normal audio range with or without correction.

EDUCATION

High school diploma or GED equivalent

Certified Code Enforcement Certification – (within eighteen (18) months of hire)

- Certification will equate to a wage increase as determined by the Township Administrator.

Construction or inspection experience

Basic knowledge of principles and practices for enforcement or regulatory codes

Valid Ohio driver's license

EXPERIENCE

Standard knowledge of construction industry and practices preferred

Knowledge of applicable building and property maintenance codes preferred

Construction or inspection experience preferred

SELECTION GUIDELINES

Must be at least 18 years of age

Completed formal application

In-person interview

Reference and background checks

Pass pre-employment drug and nicotine tests

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position.

Perkins Township is a ***Drug Free and Nicotine Free*** Workplace.

Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to safely perform the essential job functions and will be determined on a case-by-case basis.

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Interested applicants must fill out an application and return to:

**Perkins Township
ATTN: Ashley Ohlemacher
2610 Columbus Ave.
Sandusky, OH 44870**

OR - Email: ashleyo@perkinstownship.com