

CITY OF OAKWOOD
An Equal Opportunity Employer
POSITION DESCRIPTION

Class Title: Part-Time Code Enforcement Officer

Department/Division:	Health	Reports To:	Code Enforcement Officer
Employment Status:	Part-time	Supervises:	N/A
FLSA Status:	Exempt		

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent, and a minimum of two (2) years' or more experience in building trades or inspection, construction, land use, code enforcement, and/or law enforcement.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license

Continuous training to maintain competency in property maintenance, housing, and safety inspections.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: Ohio Building, Electrical, Plumbing and Residential Codes; International Property Maintenance Code; general construction codes; residential and commercial building inspection techniques; code enforcement procedures; safety practices and procedures; city policies and procedures; city zoning laws and/or regulations; zoning and land use regulations; applicable federal, state, and local laws and regulations.

Skill in: use of computer; motor vehicle operation; use of modern office equipment; accurate sketching to scale.

Ability to: carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; recognize unusual, unsafe, or threatening conditions and take appropriate action; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide; complete routine forms; prepare accurate documentation; respond to routine inquiries from the public and/or officials; communicate effectively; recognize safety warnings; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; answer routine telephone inquiries; travel to and gain access to work site.

40% (1) Performs pre-sale and rental inspections to ensure all codes and regulations have been properly followed and met.

40% (2) Assists in identifying violations of property maintenance and zoning ordinances by patrolling the city.

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- 10% (3) Performs miscellaneous field inspections for permits issued by the city and follow-up inspections to ensure compliance; attends court hearings for code violators and prepares case materials as necessary; testifies in court.
- 10% (4) Assists and advises the public on zoning and property maintenance matters; assists property owners with locating property pins.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (6) Works varying schedule, including weekends.
- (7) Demonstrates regular and predictable attendance.
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OTHER DUTIES AND RESPONSIBILITIES:

- (8) Performs other related duties as required or assigned.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, tablet, transit motor vehicles, tape measure, modern office equipment, metal detector, copier, fax machine, cellular phone.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

1. Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
2. Ascends and/or descends ladders, stairs, or scaffolds.
3. Works in an area in which the means of egress is or can be obstructed.
4. Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
5. Is exposed to possible injury from extremely noisy conditions above 85db.
6. Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
7. Is exposed to possible injury due to unclean or unsanitary conditions.
8. Is exposed to possible injury as a result of electrical shock.
9. Is exposed to possible injury as a result of falling from high places.
10. Is exposed to inclement weather conditions.
11. Requires sufficient physical ability and mobility to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)
