

CODE ENFORCEMENT OFFICER
(Full-Time)

GENERAL STATEMENT OF DUTIES

Performs duties necessary to enforce various codes, rules and regulations adopted by the Township Trustees, including the Zoning Resolution, Property Maintenance Code and Nuisance Abatement Resolution for Butler Township.

SUPERVISION

Works under the direct supervision of the Township Administrator.

JOB CLASSIFICATION

- Hours: Forty (40) hours per week
- Shift: 8:00 AM to 4:30 PM, Monday – Friday
- FLSA: Non-exempt

DUTIES AND RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Works with the public to process property maintenance and nuisance abatement complaints.
- Completes field inspections of construction projects, signs and other activities associated with zoning/code enforcement.
- Completes field inspections, enforces and prepares reports for nuisance abatement and property maintenance complaints.
- Assists with maintaining all files and other administrative procedures relating to zoning, property maintenance and nuisance abatement cases.
- Prepares and submits evidence for court cases and files court action, as directed.
- Uses a computer, tablet and related software programs to create spreadsheets, reports and correspondence.
- Provides excellent customer service to residents and property owners.
- Communicates, interacts and maintains professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Ensures regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Gets along and works in a harmonious relationship with others.

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- Attends meeting and trainings as assigned.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

- Graduation from a high school or GED equivalent.
- Associate's Degree in Planning, Public Administration or two (2) years of training or experience in zoning inspection, law enforcement, building inspection, or other related field.

Necessary Skills, Knowledge and Abilities

- Some knowledge of the principles of code enforcement, permit review and issuance, and a working knowledge of inspection techniques.
- Ability to read, understand, interpret and apply codes, rules and regulations.
- Ability to use discretion in exercising the appropriate degree of authority in various situations, using tact and diplomacy in enforcement of codes, rules and regulations.
- Possess skills in operating the listed tools and equipment.
- Ability to prepare, organize and maintain field inspection data and reports.
- Ability to handle stressful situations and effectively deal with difficult or angry people.
- Have the ability to communicate effectively, verbally and in writing.
- Have a valid Ohio drivers license, with no serious moving violations within the past (3) years.

TOOLS AND EQUIPMENT USED

Generally the types of tools and equipment used in this position will include: motorized vehicle, desktop, lap top computer, tablet or similar device, Microsoft Office programs, zoning software, copier, telephone/cell phone, mobile radio, and measuring tape or wheel.

PHYSICAL DEMAND

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 individual with disabilities to perform the essential functions.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 35 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Good eye sight and depth perception.

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- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, or slopes as necessary.
- Frequent sitting, as required.
- Moves about in close quarters and areas.
- Steps vertically to enter a Township vehicle.
- Any other physical requirements as job changes.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

In the office, the noise level in the work environment is generally quiet and the other environmental characteristics are similar to those found in a general office setting. While performing the duties of field inspection, the employee will be working outside in various types of weather conditions, may be in precarious places, is exposed to wet and/or humid conditions and may come in contact with airborne particles from various sources.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews and reference checks, CVSA, background screening, as well as skill related tests.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

SIGNATURE OF EMPLOYEE

This position description in no way states or implies that these are the only duties and responsibilities that I am to perform in my position. I certify that I have read the above statements and I understand the responsibilities of my job.

Signed: _____

Title: _____

Date: _____