



## **Code Enforcement Officer**

**Job Title:** Code Enforcement Officer

**Department:** Planning

**Full/Part Time:** 30 Hours Per Week

**Salary Range:** \$20+ Per Hour (Depending on experience)

**Application Deadline:** Open until filled.

### **Position Overview**

This position involves technical work in the inspection and enforcement of the City's Codes related to Property Maintenance, Zoning and General Offenses. This position works under the direction of the Director of Public Service / Assistant City Manager and is responsible for assuring compliance of the related City Codes.

### **Duties and Responsibilities**

- Enforces the City's Zoning, Property Maintenance and General Offense Codes by means of notification, communication, and education of Code Enforcement activities.
- Conducts field investigations and property inspections to identify violations.
- Issues Violation Warnings and/or Notices of Violations relating to the City's Zoning, Property Maintenance and General Offense Codes.
- Performs investigations/inspections for possible violations; photographs possible evidence; contacts responsible persons, landlords or tenants and performs follow-up inspections to ensure that compliance has been achieved.
- Develops and maintains accurate and thorough records and case files.
- Responds to public inquiries and/or complaints related to the City's Zoning, Property Maintenance and General Offense Codes.
- Answers questions related to City Code Enforcement activities by researching, explaining policies and regulations and communicating appropriate responses.
- Deals effectively, courteously, and productively with residents/business owners in stressful environments.
- Works closely with homeowners, landlords, tenants, and businesses to gain compliance.
- Ability to present a variety of information and statistics in the form of written, graphic, or oral reports.
- Process certain code violators into the city's Mayor's Court; works with the Mayor's Court personnel.
- Performs other related duties as required or as directed.

### **Required Qualifications, Knowledge & Skills**

- Valid Ohio Driver's License; Pass Pre-employment drug screen and background check.
- General computer, tablet, and data base knowledge.
- Verbal and written communication skills.
- Ability to deal effectively with difficult situations involving the public.
- Understanding the City's Zoning, Property Maintenance and General Offense Codes.
- Strong organizational skills; Able to work independently or as a team.
- Ability to climb stairs and perform other light physical activities.
- Ability to work outdoors in various weather conditions.

PLEASE SEND CITY APPLICATION AND/OR RESUME TO THE CITY OF NEW CARLISLE  
331 S. CHURCH STREET, NEW CARLISLE, OHIO 45344, OR EMAIL TO  
[HR@NEWCARLISLEOHIO.GOV](mailto:HR@NEWCARLISLEOHIO.GOV)