



CODE ENFORCEMENT OFFICER JOB DESCRIPTION

THE POSITION

Code Enforcement Officers perform a variety of office and fieldwork related to inspection and investigations to ensure compliance with City and State codes and regulations; and provide information on City regulations to homeowners, business, and community groups to enhance and preserve the quality of neighborhoods and businesses.

Job Type: Union/Full-Time

Salary - \$19.84 per hour

Schedule:

- 8-hour shift
- Monday to Friday
- On call

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Conducts field investigations and property inspections to uncover violations of nuisance, zoning, junk and debris, abandoned/inoperative vehicles, housing, and related ordinances.
- Issues infraction/misdemeanor citations for violations of City and State Codes relating to nuisance, zoning, junk and debris, housing deficiencies, and abandoned/inoperative vehicles.
- Performs investigations for possible violations; photographs evidence; contacts responsible persons, landlords or tenants and performs follow-up investigations to ensure that remedial action has been taken; develops and maintains accurate case files.
- Presents a variety of information and statistics in the form of written, graphic, or oral reports for use by elected and appointed officials, special committees, or community organizations involved in code enforcement matters.
- Confers and coordinates with other public and private agencies and City departments on the investigation of violations across agency boundaries.
- Responds to public inquiries and public nuisance abatement complaints and answers questions related to City code enforcement activities by researching, interpreting, and

explaining policies and regulations; analyzes, recommends, and communicates appropriate solutions to problems; addresses customer complaints and schedules site visits.

- Deals effectively, courteously, and productively with angry and upset customers.
- Works closely with homeowners, landlords, tenants, businesses, and community groups to grow strong neighborhoods through public relations, education and code enforcement activities.
- Coordinates inspections and dispositions of cases with various City departments.
- Maintains integrity of work by taking responsibility and accountability for completion of work, customer interactions, and by maintaining punctuality and attendance at work.
- Acts as a representative of the City by representing the City in community and official meetings with other City departments, organizations and professional groups on code enforcement matters.
- Issue all City Permits. Zoning, Flood Plain, sidewalk café, blocking street and alley, conditional use, alarm user, alarm business, contractor, home occupation, large and small lot division, sign, special event, vacant property, vendor permits.
- Assist the Flood Plain Administrator in administering the City Flood Plain Regulations and Permit issuing.
- Plan and develop community cleanup day throughout the city.
- Assist and Work alongside the Athens County Landbank.
- Administrator and manage prevailing wage interviews with all contractors in the city.
- Administering Civil Service exams, recording minutes of meetings, preparing monthly activity reports, and preparing job postings.
- Record keeping and monitoring city property and equipment auctions.
- May perform other work as assigned.

EMPLOYMENT STANDARDS & MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles and practices used in the enforcement of a variety of laws, ordinances, and codes.
- Principles and methods of investigation.
- Appropriate safety, hazardous materials and fire prevention techniques and requirements.
- Basic terminology used in zoning, housing, fire codes, landlord/tenant law, and inspection warrants.
- Regulations and requirements for record keeping, report writing and court evidence documentation.
- Windows based applications including word processing.
- Discovering property ownership and zoning background.
- Office procedures, methods, and equipment.
- Occupational hazards and standard safety practices.
- Proper English usage, spelling, grammar, and punctuation.

- Maintain a valid Ohio driver's license.
- Ability to reliably commute or planning to relocate to Nelsonville, OH 45764: before starting work (Required).

Ability to:

- Research, interpret, explain, and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Inspect, identify violations and enforce applicable codes, ordinances, laws and regulations with impartiality and efficiency.
- Communicate effectively, both orally and in writing.
- Work cooperatively with other departments, outside agencies, and the general public.
- Exercise sound independent judgment and discretion within established guidelines.
- Organize and set priorities; tactfully and effectively enforce applicable laws and regulations, including resolving conflicts and problems.
- Design public information and education programs to present to community groups concerning codes, ordinances, and city compliance programs and testify in court.
- Read maps and learn the city's geography; develop and accurately maintain a variety of work records and documents including complete case files, logs, reports, and memoranda.
- Operate computers and variety of software and database applications, work independently in the absence of supervision.

Education

Preferred equivalent to completion of a high school diploma.

Experience

Preferred code enforcement related experience in other Code Enforcement Agency.

PHYSICAL WORKING CONDITIONS AND REQUIREMENTS

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 30 pounds. On a continuous basis work in an office environment sitting at a desk for long periods of time; travel from job site to job site sitting in vehicle; bend, squat, climb, kneel and twist while performing field work; may be exposed to dust, noise, machinery, moving objects and other vehicles while performing field work; may work on uneven or slippery surfaces; and may intermittently perform field work while exposed to various types of weather including extreme heat during summer months and cold temperatures during the winter months. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____	
Last Name		First Name	Middle Name
Address	Number	Street	City
		State	Zip Code
Telephone Number(s)		Social Security Number	

Best time to contact you at home is: :_____ AM
PM

If you are under 18 years of age, can you provide required
proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If Yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this
country because of Visa or Immigration Status

Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☐ No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: ☐ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

[illegible]

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

___Terminal	___Spreadsheet	Production/Mobile Machinery (list)	Other (list)
___PC/MAC	___Word Processing	_____	_____
___Typewriter	___Shorthand	_____	_____
WPM ___	WPM ___	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ___YES ___NO

REFERENCES

1.	()	
	(Name)	Phone #
	(Address)	
2.	()	
	(Name)	Phone #
	(Address)	
3.	()	
	(Name)	Phone #
	(Address)	

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

Date _____

NAME: _____ POSITION: _____ DATE: _____ / _____ / _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER

DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

In the interest of maintaining the safety and security of our customers, employees and property, City of Nelsonville (the "Company") will order a "consumer report" (a background report) or "investigative consumer report" on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes.

The background check company, Hocking College PD (the "Background Check Company"), will prepare the background report for the Company. The Background Check Company is located at Hocking College, and can be reached by phone at _____ or at their Internet Web site address _____.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; drug testing results; and, if applicable, worker's compensation injuries. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews, except in California where that term means any background report that is not a credit report.) The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by the Background Check Company or another outside organization.

You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning the Company at _____. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on A Summary of Your Rights Under the Fair Credit Reporting Act and A Summary of Your Rights Under the Provisions of California Civil Code Section 1786.22 for California residents..

STATE LAW NOTICES

If you live or work for the Company in the states listed below, please note the following:

CALIFORNIA: You may view the file that the Background Check Company has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by coming to their offices, during normal business hours and on reasonable notice, or by certified mail or mail. You may also ask for a file-summary by telephone. The Background Check Company can answer questions about information in your file, including any coded information. If you come in person, another person can come with you, so long as that person can show proper identification.

MAINE: If you ask us, you have the right to know whether the Company ordered an investigative consumer report on you. You may request the name, address, and telephone number of the nearest office for the Background Check Company. You will get this information within 5 business days of our receipt of your request. You have the right to ask the Background Check Company for a free copy of the report.

MARYLAND: If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

MASSACHUSETTS/NEW JERSEY: If you submit a request to us in writing, you have the right to know whether the Company ordered an investigative consumer report from the Background Check Company. You may inspect and order a free copy of the report by contacting the Background Check Company.

MINNESOTA: If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the consumer report or investigative consumer report ordered, if any.

NEW YORK: If you submit a request to us in writing, you have the right to know whether the Company ordered a consumer report or an investigative consumer report from the Background Check Company, and you will be provided with the name and address of the Background Check Company. You may inspect and order a free copy of the reports by contacting the Background Check Company. By signing below, you certify you have received a copy of Article 23A of the New York Correction Law is being provided with this form.

OREGON: If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

WASHINGTON STATE: If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the investigative consumer report we ordered, if any. You also have the right to ask the Background Check Company for a written summary of your rights under the Washington Fair Credit Reporting Act. If the Company obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

City of Nelsonville

Drug Testing Consent Form

As a prospective employee of the City of Nelsonville, I am aware that a drug test may be required as part of the hiring process. To ensure a smooth and efficient process, I hereby give my voluntary consent to provide a urine sample for this testing.

It is important to note that any positive test results for illegal drug usage, refusal to provide the necessary sample(s), tampering with or attempting to tamper with the sample, or adulterating the sample in any way will result in the rejection of my application for employment.

Furthermore, I understand that the results of the drug test may be used in conjunction with other information gathered during the employment process to determine my eligibility for the position I have applied for.

I take this opportunity to affirm my commitment to maintaining a drug-free workplace and to demonstrate my willingness to comply with the City of Nelsonville's policies and procedures.

Print Name

Applicant Signature

Date

Witness

Date

Witness

Date