BOARDMAN TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Property Enforcement Officer	**Name of Incumbent:**	
Office/Division:	Planning and Zoning Department	**Employment Status**:	Part-Time
Reports To:	Director of Zoning and Development	**FLSA Status:**	Non-Exempt

QUALIFICATIONS (An Example of Acceptable Qualifications):

High school or GED equivalent; Associate's or Bachelor's degree in relevant area of study such as urban planning, community development, land use/management, construction, property maintenance, home inspection and/or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Prior experience with Ohio Zoning Regulations and Ohio Revised Code preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must have valid driver's license. Must maintain insurability under Township's insurance policy. Must have or obtain within one year of employment the International Code Council Code Enforcement Certification

MINIMUM ACCEPTABLE CHARACTERISTICS (*Indicates Developed After Employment)

Knowledge of: *Township goals and objectives; *Township policies and procedures; office practices and procedures; English grammar and spelling; records management; word processing, data, and spreadsheet software; *permitting and property maintenance software; *Township building and zoning codes; *Township Landlord Registration requirements; *Ohio Basic Building Code; building inspection techniques; *code enforcement procedures; *local geographical area.

Skill in: typing; data entry; Microsoft Office; digital camera computer and tablet operation; use of modern office equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals, and percentages; prepare accurate documentation; prepare routine correspondence; maintain records according to established procedures; communicate effectively; understand a variety of written and/or verbal communications; answer routine telephone inquiries; cooperate with co-workers on group projects; travel to and gain access to work site.

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

1. Performs field inspections and regular inspections of targeted enforcement areas and enforces township zoning regulations and/or landlord registration violations and other home rule violations attempts to resolve violations with property owners. (e.g., single family/duplex/multiplex dwelling

units, residential additions, accessory buildings, fences and outbuildings, exterior property maintenance, interior sanitary conditions, etc.);

2. Corresponds with citizens, realtors, landlords, and others regarding property enforcement, zoning-related issues and landlord registration violations (e.g., unlicensed, wrecked and/or dismantled vehicles, trailers, high grass and weeds, garbage and debris, parking on grass, interior sanitary conditions of rental properties, etc.).

3. Photographs violations; tracks violations; maintains files and records related to enforcement actions and violations; prepares and maintains inspection reports; drafts letters to zoning, landlord registration, and home rule violators; resolves nuisance abatement orders.

4. Reviews business, industrial, and commercial sites for during and post-construction to assure ongoing compliance with Township zoning and home rule regulations.

5. Assists with secretarial and clerical duties; types a variety of documents; answers phones; greets public, tracks inventory; processes, maintains, and tracks certified mailings; maintains detailed records.

6. Assists with planning, zoning, and property maintenance projects as needed; collects data, conducts surveys; drafts correspondence with residents and businesses

7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

8. Demonstrates regular, predictable, and punctual attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

EQUIPMENT OPERATED **(The Following Are Examples Only and Are Not Intended To Be All Inclusive)**

Phone, motor vehicle, computer network, personal computer, including word processing, spreadsheet, data, permitting and property maintenance software, computer tablet, copy machine, fax machine, scanner, camera, and calculator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Position Title: Property Enforcement Officer **Name of Incumbent:**

The employee: has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); may be exposed to hostile or upset members of general public; may be exposed to hot, cold, wet, humid, or windy conditions; exerts up to 30 pounds of force occasionally; up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects such as file boxes, records and the like.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

SUPERVISION RECEIVED: Works under the direction of the Director of Zoning and Development; reports to Assistant Director of Zoning & Development for coordination of work assignments.

POSITIONS SUPERVISED: None

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.

(Approval of Appointing Authority) **(Date)**

(Employee Signature) **(Date)**