

**BOARDMAN TOWNSHIP**  
**An Equal Opportunity Employer**  
**POSITION DESCRIPTION**

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

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**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



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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

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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)**

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**(Date)**

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**(Employee Signature)**

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**(Date)**

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Date Adopted: 2017  
Date Revised: 4/18/19

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Developed by: {4/18/2019 PDBRMTW 00189515.DOCX }  
Clemans Nelson & Associates, Inc.