

# CITY OF TROTWOOD JOB DESCRIPTION

**Position:** Code Enforcement Officer

**FLSA Status:** Salaried; exempt from overtime

## **Reporting Relationships:**

Reports to Planning and Development Director; no supervisory responsibilities

## **JOB SUMMARY**

This position is primarily responsible for the enforcement of residential and commercial property maintenance and zoning ordinances of the City.

## **ESSENTIAL FUNCTIONS**

- Conduct routine visual inspections of residential and commercial property.
- Investigate complaints of violations from citizens and staff.
- Notify property owners of violations and issue warnings and citations.
- Must be familiar with community-based organizations that can provide assistance to property owners who need help with maintaining their property.
- Follow-up on non-compliance of citations, and if necessary, prepare cases for court to ensure compliance.
- Works closely with the public and other departments and divisions of the city to coordinate enforcement.
- Prepare various reports, letters and memos.
- Maintain documents and files, and is responsible for updating the enforcement logs
- Perform related tasks as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of code enforcement principles, practices and methods as applicable to an urban/rural setting.
- Working knowledge of applicable laws, city charter and codified ordinances relating to commercial and residential property and zoning issues.
- Ability to conduct thorough visual inspections.
- Ability to prepare, organize and maintain inspection field data, reports and systems.
- Ability to analyze situations and communicate in a positive manner with property owners.
- Ability to establish and maintain working relationships with employees, officials, citizens, and the general public.
- Must have good oral and written communication skills.

## **EDUCATION AND EXPERIENCE**

High School Diploma/GED. Minimum of two (2) years experience in inspections, code enforcement, law enforcement, building inspections, land use, public administration or related field.

**ADDITIONAL REQUIREMENTS:**

- Ability to work outside in extreme weather
- Ability to climb ladders
- Ability to ambulate over rough terrain