

## City of New Carlisle – Code Enforcement Officer

**Job Title:** Code Enforcement Officer

**Department:** Planning

**Full/Part Time:** Seasonal / 20 Hours Per Week for 52 Weeks

**Salary Range:** \$16-\$20 Per Hour (Depending on experience)

**Application Deadline:** Open until position 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 Planning Director 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.
- Performs other related duties as required or as directed by the Planning Director.

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

- Valid Ohio Driver's License
- General computer, tablet and data base knowledge
- Verbal and written communication skills
- Ability to deal effectively with difficult situations involving the general public
- Understanding the City's Zoning, Property Maintenance and General Offense Codes
- Strong organizational skills
- Able to work independently or as a team

PLEASE SEND CITY APPLICATION AND/OR RESUME TO THE CITY OF NEW CARLISLE  
PLANNING DEPARTMENT,  
331 S. CHURCH STREET, NEW CARLISLE, OHIO 45344 OR E-MAIL TO:  
[dhutchinson@newcarlisle.net](mailto:dhutchinson@newcarlisle.net)

Application available at City Offices or on-line at [www.newcarlisle.net](http://www.newcarlisle.net)