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Code Compliance Officer

Clinton Township, Franklin County, Ohio
Columbus, OH
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Job details

Salary

\$20 - \$23 an hour

Job Type

Full-time

Qualifications

- Driver's License (Required)
- Bachelor's (Preferred)

Full Job Description

Job purpose

The Code Compliance Officer conducts routine inspections of properties within the township, as well as responds to reports of possible violations, to ensure compliance with township ordinances and county resolutions pertaining to zoning, property maintenance, hazardous property and blight.

Duties and responsibilities

- Proactively patrol the township for violations of township and county codes and ordinances.
- Field all primary contact with residents regarding Code Compliance and zoning issues they may face.
- Create notices of violation, for issuance to the property owners and tenants.
- Informs owner, holder of certificate of occupancy, or tenant of inspection findings and conditions requiring correction.
- Performs re-inspections, gives legal notice, and files legal complaints for prosecution for non-compliance with township codes in a timely fashion.
- Manage process for notices through issuance, through presentation to the Board of Trustees, to final resolution and abatement.
- Maintain all records of actions in iWorq. Keeping records, both written and photograph, of all visits, inspections and contact for possible legal action later.
- Conducts field investigations regarding possible violations of a variety of township codes and ordinances related to buildings, structures, property maintenance, animals, nuisances, business licenses/permits, zoning landscape ordinances, and other township codes and ordinances.
- When required, attend meetings, both public and serve as a resource to other township departments, the general public, community groups, and outside agencies related to code compliance.
- Work closely with the Fire Inspector and Chief Building Official as needed for unsafe properties and other compliance issues.
- Determines legal description, owner, and zoning of properties throughout the township.
- Provides case preparation and sworn testimony in cases of non-compliance
- Explains and interprets township ordinances to violators; sets deadlines for compliance and follow-up.
- All other duties as assigned

Preferred Qualifications

- Graduation from a standard high school or GED minimum, Bachelor's Degree preferred
- A minimum of one-year experience in code enforcement or related work
- Must have and maintain a valid State of Ohio driver's license

Knowledge Skills and Abilities

· Ability to communicate clearly verbally and in writing in English.

· Computer proficiency in Microsoft Office and the ability to learn other types of computer programs.

· Detailed oriented.

· Ability to prioritize and perform multiple tasks.

· Ability to manage time effectively.

Working conditions and physical requirements

Work will require physical strength and agility sufficient to safely perform all essential job functions including walking over uneven terrain, standing, kneeling, and crawling to perform inspections. Ability to conduct visual inspections. Moderate periods of driving and time spent in vehicle, and typical office activities. Work may be conducted in all weather conditions.

The position is full time, at will, with excellent health benefits and is in the OPERS system. Salary is commensurate with experience and qualifications. Clinton Township is an equal opportunity employer and encourages typically protected classes as well as LGBTQ individuals to apply.

Job Type: Full-time

Pay: \$20.00 - \$23.00 per hour

Benefits:

- Dental insurance
- Health insurance
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift

Education:

- Bachelor's (Preferred)

License/Certification:

- Driver's License (Required)

Work Location:

- Multiple locations

Work Remotely:

- No

2 days ago

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