

July 7, 2021

City of Bellefontaine

JOB POSTING

TITLE: CODE ENFORCEMENT OFFICER

RATE OF PAY: BASED ON QUALIFICATIONS (FULL-TIME POSITION)

JOB RESPONSIBILITIES: Deal with property maintenance and code violation complaints. Investigate and perform inspections based on complaints. Perform title and record searches to establish ownership of property for proper service of notices and orders and also to determine if necessary permits have been issued. Will conduct periodic field inspections of all areas of the City to ensure compliance to City Ordinance and Ohio Revised Code. Apply for and administer grants and/or projects, and other tasks for the City Administration as directed.

QUALIFICATIONS: The Code Enforcement Officer must at least have obtained his/her high school diploma, G.E.D. or equivalent certificate. He/She must possess a valid driver's license and safe driving record. Other post-secondary education/training is desirable.

Applications may be obtained at the Mayor's Office, City Building 2nd Floor, 135 North Detroit Street, Bellefontaine, Ohio or by email at hfeasel@ci.bellefontaine.oh.us. Deadline for applications is July 23, 2021