



POSITION ANNOUNCEMENT

PART-TIME CODE ENFORCEMENT OFFICER

The primary responsibility for this position is managing the City's residential rental registration and inspection program. Typical duties include communicating with landlords and tenants; conducting exterior inspections of all residential rental units for compliance with building, fire, and property maintenance codes; ensuring violations are corrected; maintaining thorough records for all rental properties; and reporting program activities. More information on the program can be found on the City's website at the following link: <https://www.westcarrollton.org/rental-registration-program/>. This position will also be primarily responsible for performing field inspections of property to determine compliance with the city's tall grass and weeds code. Other responsibilities may include performing field inspections of property to determine compliance with property maintenance, zoning, and sign codes.

Candidates must be a high school graduate or equivalent, and must possess the following skills and abilities: deal firmly, tactfully, and courteously with the public; explain laws, regulations and policies; maintain records efficiently and accurately; use Microsoft Office software to produce letters and reports; establish and maintain effective working relationships with city employees; and work under the direct supervision of the Chief Code Enforcement Officer.

A valid Ohio driver's license and good driving record is required. Experience in code enforcement and/or law enforcement and/or a basic knowledge of construction and building, fire, and property maintenance codes is desirable. Incumbent is expected to work an average of 28 hours per week. Salary range: \$17.66/hr. to \$23.63/hr. with partial benefits.

Submit City application and three work-related references to: Human Resources Manager, City of West Carrollton, 300 East Central Avenue, West Carrollton, Ohio 45449. **Applications will be reviewed and interviews scheduled with qualified applicants upon receipt.** Open until filled. Minority and female candidates are encouraged to apply/EOE. City requires post offer, pre-employment drug test.