



Title: Code Enforcement Officer

To Apply: <https://www.governmentjobs.com/careers/dublinoh/jobs/3795337/code-enforcement-officer?pagetype=jobOpportunitiesJobs>

Salary: \$43,500.00 - \$63,800.00 Annually

The City of Dublin Ohio is uniquely located in Central Ohio and is the second largest City and employment center in the region next to Columbus, Ohio. Dublin, Ohio is a highly innovative organization as demonstrated by numerous awards, including Best Suburb To Do Business for 10 years in a row and ranking as one of the Best Small Cities in the U.S. in 2020. Dublin, Ohio has seen sustained growth and is anticipated to continue to do so.

Primary Focus

Enforces City Codified Ordinances, International Code Council (ICC) Property Maintenance Code, and Residential Appearance Code to provide for health, safety and preservation of quality of life.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

Supervisory Responsibilities

None

Essential Functions

Inspects the interior and exterior of residential and non-residential property for conformance to City Code and International Code Council (ICC) Property Maintenance Code.

Investigates complaints to determine if violations exist and takes appropriate actions if necessary.

Researches property and ownership records of the City and County, performs record searches to determine if necessary permits have been issued.

Prepares violation notices and citations in conformance with City Code requirements; personally serves citations, notices of violation and warnings to owners and tenants.

Implements appropriate enforcement action in non-compliance cases; attempts to gain cooperation of owner in complying with orders by negotiation or setting alternate times for compliance.

Files criminal complaints with Mayors Court for violations of City Code; prepares cases and appears as prosecuting witness if necessary.

Maintains accurate records and prepares reports of actions taken, violations and progress toward compliance.

Communicates with property owners, businesses and other individuals of code violations through written communications and one-on-one meetings to guarantee their compliance with City Codified Ordinances and International Code Council (ICC) Property Maintenance Code.

Removes any illegal signs from right-of-ways to provide safe flow of vehicle and pedestrian traffic throughout the City.

Communicates on a continuous basis with other City of Dublin Departments, Legal Counsel, contractors and residents.

Performs other related duties as assigned.

Minimum Qualifications

High School Diploma or GED with educational coursework and/or experience performing investigations of a variety of code, ordinance, and regulation violations, or any equivalent combination of education and experience.

International Code Council (ICC) Property Maintenance and Housing Inspector Certification or ability to obtain within 6 months of appointment.

Knowledge of property maintenance inspection practices and procedures.

Knowledge of Geographic Information Systems (GIS) preferred.

Physical Requirements

Sufficient mobility to conduct inspections on uneven, rough terrain which may not have walk or driveways.

Ability to withstand a variety of outdoor, climactic environments, including working outdoors in inclement weather conditions.

Ability to move about the inside of an office space to access file cabinets and office equipment.

Constantly operate a computer and other office machinery, such as a copier, fax machine, mobile device, shredder, scanner, etc.

Must be able to remain in stationary position at workstation throughout scheduled workday.

Ability to exchange information with co-workers and citizens through use of email system, the telephone, and in-person interactions.

Ability to occasionally lift and move objects weighing up to 20 lbs.

Ability to move objects weighing over 20 lbs. with the help of equipment/devices, on an infrequent basis.

Ability to enter data into computer system in a sustained manner.

Special Requirements

Valid driver's license and a safe driving record.

Other Requirements

Demonstration of the following established core values: Integrity, Respect, Communication, Teamwork, Accountability, Positive Attitude, and Dedication to Service.

Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Compliance with training directives established by supervisory/managerial personnel.

Adherence to all applicable Federal and State safety laws, rules and regulations and City safety policies/procedures.