

VILLAGE OF RUSSELLS POINT

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Code Enforcement Officer
Dept.:	Code Enforcement	Employment Status:	Part-time
Class Title:	Code Enforcement Officer	FLSA Status/Pay:	Nonexempt
Reports to:	Mayor	DOT (closest applicable number): 168.167-030	
EEO Status:	(01) Officials and Administrators		

GENERAL DESCRIPTION:

Under administrative direction of the mayor, administers, implements, and enforces all zoning and floodplain regulations and ordinances; develops and issues notices, orders, permits, reports, and other correspondence and documentation; maintains records; performs inspections; reviews and analyzes maps, applications, and other documents; attends various meetings; meets with public to review projects and codes; answers code enforcement calls and walk-ins; performs all services incident to the position as may be required by village ordinance.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED), plus one (1) year related experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Ohio driver's license; must qualify for and maintain insurability under the village's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Cell phone, personal computer, software (e.g., Microsoft Outlook, Microsoft Internet Explorer, Microsoft Word, Microsoft Excel, etc.), and other commonly utilized office equipment; fleet truck; measuring wheel; digital camera.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: works in the vicinity of floor or wall openings, elevated platforms, and/or runways; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; has exposure to potentially vicious animals; has exposure to hot, cold, wet, or windy weather conditions; ascends and/or descends ladders, stairs, or scaffolds; has exposure to shaking objects or surfaces; is regularly required to stand, walk, and sit; uses hands to finger, handle, or feel; and talk or hear; is required to use close vision, distance vision, color vision, and adjust visual focus; exerts up to 20 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to ten (10) pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or a negligible amount of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

Developed by:

Date Adopted:

Clemons, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work. In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Develops and issues notices, orders, permits, reports, and other correspondence and documentation (e.g., notifies in writing violators of zoning ordinance ordering the action necessary to correct such violation upon finding that any provision of the zoning ordinance are being violated; orders in writing discontinuance of illegal uses of land, buildings, or structures; orders in writing removal of illegal buildings or structures or illegal additions or structural alterations; orders in writing discontinuance of any illegal work being done; approves or disapproves zoning permits, floodplain development permits and certificate of occupancy permits in timely manner; issues contractor registrations; issues permits to develop in special flood hazard areas when the provisions of floodplain regulations have been met, or refuse to issue the same in the event of noncompliance; documents inspections and prepares reports of inspections; notifies FEMA in writing whenever the boundaries of the Village of Russells Point have been modified by annexation or the community has assumed authority over an area, or no longer has authority to adopt and enforce floodplain management regulations for a particular area; notifies owners of substantially damaged structures of the need to obtain a floodplain development permit prior to repair, rehabilitation, or reconstruction after major weather events including tornado, wind, heavy snow, flood, fire; etc.); maintains all records for public inspection necessary for the administration of the zoning and floodplain ordinances including Flood Insurance Rate Maps, Letters of Map Amendment and Revision, records of issuance and denial of permits to develop in special flood hazard areas, determinations of whether development is in or out of special flood hazard areas for the purpose of issuing floodplain development permits, elevation certificates, variances, and records of enforcement actions taken for violations of these regulations.

(2) Performs field inspections taking necessary digital photos to determine whether any violations of the zoning and floodplain ordinances have been committed; identifies, reports, and follows-up on unsafe structures; reviews and completes zoning applications; verifies funds received from the public for applications and submits funds to clerk of court for processing; reviews and analyzes zoning forms and ordinances on a periodic basis and recommends necessary changes; conducts research in county map room, county auditor's office, and county recorder's office; coordinates map maintenance activities and FEMA follow-up; reviews and reasonably utilizes any other flood hazard data available from a federal, state, or other source for areas where FEMA has not identified special flood hazard areas, or in FEMA identified special flood hazard areas where base flood elevation and floodway data have not been identified; makes interpretations, where needed, as to the exact location of the flood boundaries and areas of special flood hazard; conducts substantial damage determinations to determine whether existing

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structures, damaged from any source and in special flood hazard areas identified by FEMA, meet the development standards of floodplain regulations; evaluates applications for permits to develop in special flood hazard areas to determine if the standards of the floodplain regulations have been met and to assure that all necessary permits have been received from those federal, state or local governmental agencies from which prior approval is required; interprets floodplain boundaries and provides flood hazard and flood protection elevation information; determines whether damaged structures are located in special flood hazard areas after major weather events including tornado, wind, heavy snow, flood, fire, etc. and conducts substantial damage determinations for damaged structures located in special flood hazard areas after such major weather event.

(3) Requests material and information to determine conformance with and enforcement of the zoning and floodplain regulations; provides information, testimony, or other evidence as needed during variance hearings; communicates and works with county building inspector; attends monthly council meetings and presents reports; attends monthly Logan-Union-Champaign (LUC) Regional Planning Commission meetings; attends health board meetings if needed; attends board of zoning appeals meetings; meets with public to review projects and codes; answers code enforcement calls and walk-ins.

(4) Drives fleet vehicle to location of field inspections.

(5) Maintains required licensures and certification, if any.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs any and all other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Ohio Basic Building Code; federal, state and local building codes; building and sidewalk inspection techniques; code enforcement procedures; government structure and process; village policies and procedures*; general construction, maintenance, and repair.

Skill in: computer operation; telephone operation; adding machine or calculator operation; use of modern office equipment; motor vehicle operation; use or operation of Internet browser, e-mail, spreadsheet and word processing software; testing instruments utilization.

Ability to: define problems, establish facts, collect data and draw valid conclusions; apply concepts of algebra and/or geometry; prepare accurate documentation; compile and prepare reports; communicate

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effectively; recognize safety warnings; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

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