

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO 17-039

**AUTHORIZING THE ADMINISTRATOR TO APPOINT A PART-TIME CODE ENFORCEMENT OFFICER
AT A RATE OF \$17.50 PER / HOUR**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio met in regular meeting on the 21st day of March 2017 at One Business Park Drive, Dayton, Ohio with the following members present:

Roy Mann (✓) James McGuire (✓) Russell Back (✓)

Trustee Back moved for the adoption of the resolution.

WHEREAS, The Jefferson Township Board of Trustees intend to proceed with the appointment of a Code Enforcement Officer who will be tasked with building / health inspections, public safety and welfare, and zoning code enforcement; and

WHEREAS, the Code Enforcement Officer will examine, establish, and enforce zoning ordinances in respect to specific issues which are disputed as it relates to property maintenance and code violations;

WHEREAS, the current Township will permit this position as a part-time Non-Exempt position, with the average work week being 28 hours, not to exceed 1,500 hours per calendar year; and

WHEREAS, it is in the interest of the Township and its residents the consistency, fairness, and compliance of enforcement violations of laws regulating public nuisance and consumer protection.

NOW, THEREFORE, BE IT RESOLVED the Jefferson Township Board of Trustees authorizes the Administrator to appoint a part-time Code Enforcement Officer at a rate of \$17.50 per / hour for the prevention, detection, investigation and enforcement of violations of statues or ordinances regulating the Jefferson Township community and its municipal affairs. (Job Description Attached)

Trustee McGuire seconded the motion, and the roll was called on the question of its adoption.

The vote was as follows: Roy Mann (✓) James McGuire (✓) Russell Back (✓)

Adopted: 21st day of March 2017

Roy Mann
Roy Mann, President

James McGuire
James McGuire, Vice President

Russell Back
Russell Back, Trustee

Attest:

Tracey Edwards
Tracey Edwards, Fiscal Officer

RES. 17-039

JEFFERSON TOWNSHIP

CODE ENFORCEMENT / ROAD WORKER I

PART-TIME POSITION

GENERAL PURPOSE

The Jefferson Township Code Enforcement Officer (CEO) is hired by the Township Administrator, with the approval of the Board of Trustees. As such the CEO works under the direction of the Township Administrator and enforces the Zoning Resolution as it pertains to Property Maintenance and Code Enforcement, Property Maintenance Code, and Nuisance Abatement Resolution. The CEO works with the public to process nuisance complaints, applications and appeals; the CEO will attend all Board of Zoning Appeals meetings; issues nuisance citations and present nuisance hearings before the Board of Trustees; responsible for maintaining all files and other administrative procedures relating to zoning and nuisance cases. The CEO also manages the Vacant Property Maintenance Program and other Township Programs and is required to assist in mowing and cleaning up blighted properties. The CEO will also assist the Road and Cemetery Departments when directed to do so.

ESSENTIAL DUTIES

- Reviews / Responds to Citizen Complaints in a timely manner
- Attends Board of Zoning Appeals meetings when nuisance hearings are held
- Schedules, attends and conducts Nuisance Hearings at Board of Trustee Work Sessions
- Investigates zoning and nuisance complaints and issues citations where appropriate, properly documents the case
- Maintains a file and list of properties which should be demolished and submits a CDBG and / or NSP application to Montgomery County for demolition funds
- Conduct Investigations and does title searches for all properties proposed for demolition, notifies all parties with a vested interest in the property of intent to demolish
- Distribute contractor bid packages, conduct pre-bid conference, review bids, and develop contracts for demolition projects, mowing projects, and property clean-up projects
- Oversee the securing of vacant unsecured structures
- Oversee the removal of junk and unlicensed vehicles
- Coordinate the enforcement of dumping issues with the appropriate agencies
- Properly prepare court cases for those zoning and nuisances issues cited into court
- Properly file the appropriate documents in the clerk's office for Area 1 Court and log information into the Court's journal
- Appear in court as required, give testimony on behalf of the Township, and preserve all evidence
- Mowing of vacant property and working with the Road Department on assigned duties
- Perform any and all "special projects" as assigned by the Administrator.


DESIRED MINIMUM QUALIFICATIONS

- Law Enforcement Background
- Familiarity / Prior experience in and around Code Enforcement and the Ohio Revised Code
- Understanding this is a position for both outside and inside working environment
- Ability to show persistency and attention to detail
- A general knowledge of investigations and the citation process
- Ability to acquire a thorough knowledge of the Jefferson Township Zoning Resolution and appropriate state laws
- Ability to effectively communicate both orally and written
- Ability to type and organize
- Ability to use a personal computer
- Ability to be professional under potential stressful situations
- Physical ability to do physical work in both Property Maintenance & Road Department functions

COMPENSATION AND OTHER EMPLOYMENT CONDITIONS

This position is non-exempt. As a part-time position, under the Jefferson Township Human Resources Policy, this position does not include health insurance. This position has a negotiable salary and benefits package determined at the time of hire. The position pays between \$17/hour and \$22/hour for a minimum 28 hour work week, not to exceed 1,500 hours per year. The work hours / schedule are negotiable and flexible. The position does require some evening and possible weekends.

Approved.

 _____ / 3-21 2017
Jefferson Township Administrator