

RESOLUTION NO. 12-2014

Adopting the Job Description for the Position of Part-Time Code Enforcement Officer and Amending the Staffing Chart and Pay Resolution to Accommodate Said Position.

WHEREAS, City Council wishes to adopt the job description for the position of Part-Time Code Enforcement Officer; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 47-2013 establishing the 2014 Staffing Chart of the City of Worthington to add one Part-Time Code Enforcement Officer Position in the Department of Planning and Building; and,

WHEREAS, it is necessary to amend Resolution No. 46-2013 establishing compensation for classified positions in the City to authorize the position of Part-Time Code Enforcement Officer at Range 10;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Part-Time Code Enforcement Officer (Class Specification No. 240) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That City Council does hereby amend the 2014 Staffing Chart of the City of Worthington by adding one Part-Time Code Enforcement Officer Position in the Department of Planning and Building.

SECTION 3. That City Council does hereby amend Resolution No. 46-2013 to authorize the position of Part-Time Code Enforcement Officer at Range 10.

SECTION 4. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted April 21, 2014

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: PART-TIME CODE ENFORCEMENT OFFICER	CLASS: 240
Department: Planning & Building	Title Originated: 2014
Date: April 21, 2014	
Reports To: Chief Building Inspector	Updated:

General Statement of Duties

Under the direction of the Chief Building Inspector, the Part-Time Code Enforcement Officer is responsible for conducting inspections of buildings and properties to assure compliance with the building and zoning codes, writing orders to correct violations, filing criminal complaints in Worthington Mayor's Court or Franklin County Municipal Court, and appearing in court.

Essential Functions of the Position:

Conducts inspections of buildings and properties to ensure compliance with the zoning code and the property maintenance code;

Performs routine patrols of the City to detect violations of building and zoning regulations;

Investigates reported violations of the building and zoning code;

Responds to inquiries from other City personnel and the public at large, and refers matters, when necessary, to appropriate persons;

Prepares and maintains records, files, reports, and other documentation related to the operation of the department utilizing computer equipment for record keeping and correspondence;

Remains current on changes in applicable codes and makes recommendations to the Chief Building Inspector regarding changes to City policies or procedures which may be necessary to preserve the safety of the built environment;

Maintains required and optional certifications including attending continuing education.

Knowledge, Skills and Abilities:

Knowledge of building and zoning ordinances;

Ability to detect violations of the building and zoning codes;

Ability to communicate effectively with the public, City staff, and the courts;

Ability to write orders and criminal complaints in accordance with City and Ohio law;

Ability to maintain effective relationships with other City staff and the public at large;

Ability to operate standard office equipment including personal computers, digital cameras, copies, printers, and scanners;

Ability to use violation tracking software, Microsoft Office products, and the Windows operating system;

Ability to calmly handle stressful situations;

Ability to react to change productively and to handle other tasks as assigned;

Ability to make decisions in accordance with laws, ordinances, regulations and established procedures;

Ability to conduct research and analyze information related to essential functions of position;

Ability to track and meet deadlines;

Ability to perform physical requirements of work such as walking, bending, manipulating and lifting/carrying heavy objects, climb ladders, crawl in small spaces, as required.

Minimum Requirements of the Position:

Graduation from a standard high school course of study or its equivalent. Minimum three years of work experience applicable to this position. Possess International Code Council certifications as a Property Maintenance Inspector and a Zoning Inspector, or obtain such certification within 1 year. Certification by the Ohio Board of Building Standards as a Building Inspector, Residential Building Official, Electrical Safety Inspector, Plumbing Inspector, or Residential Plumbing inspector, preferred.

A current valid Ohio Driver's License.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 12 -2014; Effective April 21, 2014