

CITY OF NORTH CANTON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title: Nuisance /Code Enforcement Officer **Name:** To Be Announced

Employment Status: Part-Time **Dept./Div.:** Permits & Inspection (P&I)
FLSA Status: **Reports To:** Superintendent P&I
Days/Hours of Work: As Scheduled **Supervises:** N/A

Under the general supervision of the Superintendent of P & I, the primary intention of the Nuisance Code Enforcement Officer is to provide courteous, timely, consistent and fair service to the Citizens of North Canton, contributing to the provision of a wholesome community environment, and the protection of public health, safety and welfare, through sound inspection, zoning, property maintenance and nuisance code enforcement practices.

QUALIFICATIONS An example of an acceptable qualification for this position:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is: *Experience:* in inspections, investigations, enforcement, complaint resolution, preparation of reports for documentation and court proceedings, court testimony, and summons is preferred. *Education:* Completion of the twelfth grade supplemented by courses or actual work experience in the aforementioned examples.

LICENSURE OR CERTIFICATION REQUIREMENTS

Any equivalent combination of training and experience that provides the required knowledge, abilities and skills. Possession of a valid Ohio State Driver's License and qualify for and remain insurable under the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: safety practices and procedures; department goals and objectives;* department policies and procedures;*city code & nuisance laws*, investigative procedures; documentation required for submission of violations to court and basic knowledge of constitutional law concerning private and public property.

Skills in: computer operation; use of modern office equipment; motor vehicle operation; camera; clear concise report documentation.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; understand a variety of written and/or verbal communications; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work sites.

Date Adopted: _____ Date Reviewed: _____

Date Revised: 08/14/2014 MJG

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

1. Respond to complaints of violations of the City's nuisance and property laws
2. Respond to observed violations of the City's nuisance and property laws.
4. Notify and attempt to resolve violations by volunteer compliance first, unless an emergency hazard.
5. Represents when requested, the Administration at various meetings. Attends meetings and functions relating to building aspects of nuisance enforcement.
6. Maintains any required licensure and certification.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Demonstrates regular, predictable, and punctual attendance.
9. Conducts and assists in field inspections related to the administration and enforcement of city ordinances.
10. Works with other Departments to resolve issues / violations.
11. Studies codes and recommends changes in local codes or ordinances and procedures to match requirements.
12. Ability to issue summons and complaints when necessary.
13. Maintains records and prepares written and oral reports of the work performed.
14. Performs other duties as assigned.

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

Modern business office equipment (i.e., copier, fax machine, computer, telephone, calculator, etc.); Telephone, personal computer including Microsoft Office software, copy machine, fax machine, and motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee: is frequently required to: sit, stand, walk, squat, lift from the ground to the waist as well as overhead, talk and hear. The employee is often required to: crawl on the ground, traverse uneven ground and climb and descend ladders and stairs. The employee must use hands and fingers to feel, handle or operate objects, tools, or controls and to reach in all directions with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close and far vision and the ability to discern colors. Work is performed both indoors and outdoors in a variety of settings. In accordance with the Dictionary of Occupational Titles, Physical Demands – Strength Rating, this is considered light work.

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 the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: _____ Date Reviewed: _____

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