

ORDINANCE NO. 44-94

BY: Richard F. Weber

An Ordinance to establish the position of Assistant Code Enforcement Officer for the City of Bexley, Ohio; to establish a salary range; and to establish job responsibilities and qualifications.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:

Section 1. That the position of Assistant Code Enforcement Officer is established to conduct the day to day operation of Code Enforcement in the City of Bexley.

Section 2. That the position shall have a salary range of \$17,700 - \$24,000 and thereafter as established by this Council, and shall be entitled to all other rights and benefits provided to salaried personnel.

Section 3. That the qualifications for the position, the duties to be performed, and the knowledge, skills and abilities to perform such duties shall be consistent with the classification specifications set forth in the Position Classification Plan adopted by the Bexley Civil Service Commission in April of 1984 and as that plan is hereafter amended by said Commission.

Section 4. That Schedule II of Amended Ordinance 16-94 should be, and it hereby is, amended to add the new position of Assistant Code Enforcement Officer to the schedule of positions.

Passed: September 27, 1994

John M Brennan
President of Council

Attest: [Signature]
Clerk of Council

Approved: 9/27, 1994

[Signature]
David H. Madison, Mayor

July 12/15, 1994 - 1st reading
July 26, 1994 - 2nd reading
September 13, 1994 - 3rd reading, tabled
September 27, 1994 - Passed

**CITY OF BEXLEY
CLASSIFICATION SPECIFICATION**

Assistant Code Enforcement Officer

Job Responsibilities:

Under the supervision of the Code Enforcement Officer , assist in the enforcement of municipal building maintenance code which would include the process of receiving, investigating and resolving code violations or compliance issues; performs other related duties as required.

Qualifications:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. Examples of training or work experience would be the completion of secondary education supplemented by course work in business administration, public administration, or other related area, and/or training or work experience in building design, construction, inspection, or equivalent. Ability to obtain a valid State of Ohio motor vehicle operator's license and be insured by the City's insurance carrier.

Essential Job Functions:

Involved in the receipt of potential code violation complaints by phone, letter and in person, assisting in visual inspections of the City on a systematic basis to detect code violations; meet and discuss code violations with property owners, residents and contractors; document violations, prepare and issue formal notification; establish time frame for compliance.

Respond to and enforce the provisions of the Property Maintenance Code, Zoning Code, Sign Code and other relevant section of regulatory codes.

Conduct follow-up inspections to ensure completion of corrective action and document the results of all follow-up inspections and contact with property owners.

Provide general assistance to the Code Enforcement Officer with tasks for which the Code Enforcement Department is responsible.

Knowledge, Skills, and Abilities Necessary to Perform Duties:

Knowledge of city government operations*; city building maintenance code*; inspection techniques and procedures; basic structure repair procedures.

Ability to communicate clearly and effectively, verbally and in writing; establish and maintain effective working relationships with associates, supervisor and general public; efficiently conduct code inspections; analyze technical problems and formulate sound solutions; consistently maintain accurate documentation.

*developed after employment