

Ordinance No. 95 04

By: Ms. MacMurry Mayo

An Ordinance to establish the positions of one part time Code Enforcement Officer/Fire Safety Inspector and one part time Code Enforcement Officer and to declare an emergency.

WHEREAS, the full time position of Assistant Code Enforcement Officer is vacant; and,

WHEREAS, this Council has determined that it is in the public interest to fill the position. NOW, THEREFORE,

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

Section 1. That the Mayor is hereby authorized to replace the position of one full time Assistant Code Enforcement Officer with two (part time) employee's as indicated in the following sections 2 and 3.

Section 2. That the first position of (part time) Code Enforcement/Fire Safety Inspector is established with the job responsibilities and qualifications as provided for in the attached job description at an annual salary of \$25,170.00 w/ OPERS & Medicare.

Section 3. That the second position of (part time) Code Enforcement Officer is established with the job responsibilities and qualifications as provided for in the attached job description at an annual salary of \$21,528.00 w/ OPERS and Medicare.

Section 4. That this Ordinance is an emergency measure necessary for the immediate preservation of the public health and safety and the preservation of property values with in the community. The emergency being the need to fill positions as soon as possible, and shall take effect upon it's signing by the Mayor.

Passed: _____, 2004

President of Council

Attest: _____
Clerk of Council

Approved: _____, 2004

11-23-04 Just Ready

David H. Madison, Mayor

**CITY OF BEXLEY
JOB DESCRIPTION**

JOB TITLE: Code Enforcement Officer/Fire Inspector

EMPLOYEE NAME:
SUPERVISOR:

DEPT: Building
FLSA Status: Non-exempt

SUMMARY

Under supervision of the Director of Building Services, assists in the enforcement of municipal building maintenance code including receiving, investigating and resolving code violations or compliance issues; performs other related duties as required. Performs routine fire safety inspections of public and private structures within the City to detect and eliminate fire hazards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Code Enforcement: 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 and prepare and issue formal notification; establish time frame for compliance.

Responds to and enforces the provisions of the Property Maintenance Code, Zoning Code, Sign Code and other relevant sections of regulatory codes.

Conducts follow-up inspections to ensure completion of corrective action; documents the results of all follow-up inspections; contacts with property owners. Prepares cases for court and testifies in court.

Fire Inspection: Inspects fire extinguishing and fire protection equipment to ensure equipment is operable and prepares reports listing repairs and replacements needed.

Inspects public and private structures, notes and investigates unsafe conditions and practices which might cause or increase fire hazards. Issues formal notification of violations and follows up to insure compliance.

Instructs employees in fire safety practices.

Performs tests on fire prevention equipment in plants where explosive or flammable materials are processed.

Participates in life safety inspections conducted by the building department.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school; and six months to one year related experience and/or training in building design, construction or inspection; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as drawings, safety rules, operating and maintenance instructions, procedure manuals and building codes. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have, or be able to obtain within six (6) months of hire, the State of Ohio Fire Safety Inspector Certificate. Must have valid Ohio Driver's License and ability to be insured by the City's insurance carrier.

OTHER SKILLS AND ABILITIES

Must be able to work well with fellow employees, the public and suppliers. Must be able to communicate clearly and effectively, verbally and in writing. Must conduct code inspections efficiently, analyze technical problems and formulate sound solutions. Must maintain accurate documentation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear. The employee frequently is required to stand, walk and taste or smell. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; is in high, precarious places and in outside weather conditions; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration.

EMPLOYEE:

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

Signature

Dated: _____

SUPERVISOR/DEPARTMENT HEAD:

Signature

Dated: _____

**CITY OF BEXLEY
CLASSIFICATION SPECIFICATION**

Assistant Code Enforcement Officer

Job Responsibilities:

Under supervision of the Code Enforcement Officer, assists in the enforcement of municipal building maintenance code including 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 sections 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

Date adopted: October 10, 1994

MEMORANDUM

Date: November 11, 2004

Revised 11/11/04a

To: Mayor David H. Madison

From: David E. Long, Director of Building Services

Re: Code Enforcement

In our Code Enforcement meeting on Monday November 08, 2004, we discussed the idea of keeping Code Enforcement in house and adjust the hours of current staff to provide the labor to match a full time employee.

As you requested, I have met with Bill Henestofel, Fire Safety Inspector and Bill Bellamy, Assistant Code Enforcement Officer. I am confident that they possess the skill and drive to get the job done.

I have gathered some thoughts regarding costs of service and hours. The key issue is "effective enforcement", in my opinion, B.B. and B.H. both have the ability to professionally represent the City of Bexley and accurately enforce the Property Maintenance Code. Please review the following:

Current costs & schedule:

<i>Employee</i>	<i>Salary</i>	<i>Hours per wk</i>
Full time <i>vacant</i> position w/ benefits	\$44,817.00	40 hrs. x 52 wks per yr
Fire Safety w/ OPERS & Medicare	\$12,266.00	16 hrs. x 38 wks per yr
Asst. Code Enforcement w/OPERS & Medicare	\$10,000.00	16 hrs. x 20 wks per yr
Clothing & Fuel	<u>\$2,000.00</u>	
Total	\$69,083.00	72

Proposed costs & schedule:

Bill Bellamy \$15.00 per hr w/ OPERS & Medicare	\$21,528.00	24 x 52 wks per yr
Bill Henestofel \$18.00 per hr. w/ OPERS & Medicare	\$25,170.00	32 x 38 wks per yr
Clothing & Fuel	\$3,000.00	
Seasonal account for back up	<u>\$7,000.00</u>	
Proposed total	\$56,698.40	* 56 man hrs. per wk
Current total	<u>(\$69,083.00)</u>	
Savings	\$12,384.60	

Typical work week schedule:

Bill B. – Code Enforcement; Monday, Wednesday, & Friday

Bill H. – Fire Safety / Code Enforcement; Monday, Tuesday, Wednesday & Thursday.

*Hours may include evenings or weekends on as needed bases.