

AN ORDINANCE REPEALING ORDINANCE 03-2000 AND UPDATING THE POSITION OF
ZONING ENFORCEMENT OFFICER FOR THE VILLAGE OF MINERVA PARK, AND
DECLARING AN EMERGENCY

WHEREAS the Village of Minerva Park has building, maintenance, zoning, and other codes set forth by ordinance and resolution in the Village that must be enforced, and;

WHEREAS the position of Zoning Enforcement Officer was heretofore a contract position; and

WHEREAS the Zoning Enforcement Officer position is amended to reflect the current title of Code Enforcement Officer and designate the officer as a part-time position and update its job description; and

NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

Section 1. Ordinance 03-2000 is herewith repealed in its entirety.

Section 2. The position of Code Enforcement Officer is hereby established as a part-time position in the Village of Minerva Park to detect violations of and enforce various building, maintenance, zoning, and codes.

Section 3. A copy of the Code Enforcement Officer Job Description is marked Exhibit A and is made a part hereof as if fully rewritten herein. This description includes duties and responsibilities for the Code Enforcement Officer position.

Section 4. The term Zoning Enforcement Officer is deemed to mean the same as Code Enforcement Officer.

Section 5. The Village Mayor, Clerk-Treasurer, and Law Director are authorized to take further actions consistent with this ordinance that are needed to carry out the intentions of this ordinance for the enforcement of building, maintenance, zoning, and other codes within the Village of Minerva Park.

Section 6. All prior resolution(s) ordinance(s) or any part thereof, which is(are) inconsistent with this ordinance is(are) hereby repealed as to the inconsistent part(s) thereof, and the remainder of said resolution(s) or ordinance(s) not inconsistent with this ordinance shall remain in full force and effect.

Section 7. Council hereby declares this to be an emergency measure necessary for the public health, safety, and welfare of the residents of Minerva Park, such emergency arising from the necessity to address ongoing building, maintenance, zoning, and other code violations in the Village. Wherefore, this ordinance shall take effect and shall be in force upon its passage.

Lynn Eisentrout, Mayor, Village of Minerva Park

First Reading: June 21, 2010
Second Reading: June 23, 2010
Third Reading: July 1, 2010
Passed: July 1, 2010

Attest Suzanne Coulter, Clerk-Treasurer,
Village of Minerva Park

Reviewed by Counsel

Village of Minerva Park, State of Ohio

Job Title: CODE ENFORCEMENT OFFICER
Position Type: This is a part-time position
Pay range: Set forth by resolution
Supervisor: Mayor, Village of Minerva Park

Job Overview and Purpose:

The Code Enforcement Officer performs duties related to providing information, educating residents, and assuring public compliance regarding the Village's municipal codes. The work week and working hours are flexible and will vary with assignments Sunday through Saturday. Evenings and weekends may be required.

Duties and Responsibilities:

- Enforce the Planning and Zoning Code, the Property and Maintenance Code, and other relevant legislation of the Village of Minerva Park as it pertains to residences and businesses.
- Assist Building Inspector(s) in the enforcement of applicable codes.
- Patrol the Village and enforce municipal code, including but not limited to initiating public nuisance and public safety code violations (i.e., junk/trash, recreational, boat and trailer storage, abandoned vehicle, weeds, snow & ice removal, sign and landscape compliance, etc.).
- Initiate a complaint in Mayor's Court to enforce zoning or code violations as needed.
- Act as a witness on behalf of the Village in any court proceeding.
- Submit reports and records to the Zoning & Planning Commission.
- Investigate code violations and resident complaints of code violations as brought before the Zoning & Planning Commission, Mayor, or any member of Council.
- Initiate notice of violation and post violation notices and issue verbal and written warnings to violators. (Position does not possess arrest powers.)
- Answer inquiries and explain applicable code and zoning regulations to the public.
- Prepare and maintain records and reports on code violations, including but not limited to photos when needed.
- Establish and maintain effective working relationships with those professionals contacted in the course of work.
- Conduct investigations of reported non-criminal offenses/incidents to collect evidence, statements, and other relevant information.
- Coordinate efforts, when necessary, with the Minerva Park Police Department on violations of the municipal code.
- May be required to provide testimony in court regarding investigation and/or citation.
- Work closely with the Planning and Zoning Committee and attend Planning and Zoning meetings as a non-voting member.
- Provide information and recommendations to council for code & zoning legislation.
- Perform related duties as appropriate or necessary.
- Perform duties consistent with applicable zoning & code legislation
- Such other duties as assigned by the Mayor, Zoning & Planning Commission, or Council of the Village of Minerva Park.

Minimum Qualifications:

- Must be at least 21 years of age.
 - Ability to communicate clearly in English, both orally and in writing.
 - High school diploma or equivalent. College and/or courses in Code Enforcement or equivalent experience.
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- Must possess and maintain a current State of Ohio Driver's License.
- Applicant shall undergo a background check.

Knowledge, Skills, and Abilities Required:

- Demonstrated knowledge of Village Codes.
- Demonstrated knowledge of county and state laws, rules, regulations, and policies.
- Ability to read, understand, interpret, and apply federal, state, and local laws, codes, regulations, policies, procedures, and standards.
- Knowledge of safety issues and hazards pertaining to the municipal and various codes.
- Knowledge of computers and related software programs.
- Ability to exercise sound independent judgment within established guidelines and make immediate yet critical decisions related to enforcement in the absence of supervision.
- Ability to handle and respond effectively to conflict situations and people in conflict.
- Ability to establish and maintain effective working relationships with the Mayor, Council, Village employees, legal counsel, and the general public.
- Ability to recognize and respect limit of authority and responsibility.
- Minimum two years of code enforcement, law enforcement, or related experience desired.

Working Conditions and Physical Requirements of the Job:

Most of the work is performed in the field and on occasion in inclement weather. The employee may be exposed to equipment vibration, fumes, airborne particles, and toxic or caustic chemicals. The employee may occasionally work in precarious places and is exposed to electrical shock and sharp objects.

While performing the duties of this job, the employee is regularly required to speak, read, and hear. The employee frequently is required to stand, use hands, fingers, handle or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk, sit, climb, or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and depth perception.
