



## The City of Mount Vernon

An Equal Opportunity Employer

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| <b>Job Title:</b>     | Property Maintenance Enforcement Officer  | <b>Department:</b>   | Safety Service  |
| <b>Job Number:</b>    | 418   | <b>Reports To:</b>   | Safety Service Director                                     |
| <b>Position Type:</b> | Full-time- 40 hours per week  | <b>Address:</b>      | 40 Public Square<br>Mount Vernon, Ohio 43050                |
| <b>Work Schedule:</b> | Monday-Friday - 8:00 a.m. to 4:00 p.m.  | <b>Salary Range:</b> | <u>Min:</u> \$23.08 <u>Mid:</u> \$27.70 <u>Max:</u> \$32.31 |
| <b>Contact:</b>       | Civil Service Office – 740.462.1852   | <b>FLSA:</b>         | Non-Exempt  |
| <b>How to apply:</b>  | Application materials may be submitted to Sarah Wisenbarger at <a href="mailto:swisenbarger@mountvernonohio.org">swisenbarger@mountvernonohio.org</a> |                      |   |

### Objectives

The objective of the Property Maintenance Enforcement Officer is to administer and enforce the provisions of the Property Maintenance Ordinance (Chapter 1305) as outlined in the Mount Vernon Municipal Codified Ordinances. This role also includes providing support to the Zoning Enforcement Officer in the enforcement of the Municipal Zoning Code, ensuring compliance with all relevant regulations to maintain and improve the safety, health, and aesthetic quality of the community.

### Minimum Education, Certifications, and Experience Requirements

- Associates degree in Public Administration, Criminal Justice or a combination of education and experience equivalent.
- Minimum of three (3) years of code enforcement, inspection or construction experience.
- Must be able to obtain certification in property maintenance and zoning enforcement within two (2) years of hire.
- A current valid Ohio driver's license must be obtained and maintained.

### Job Description

#### Essential Job Functions:

- Conduct thorough inspections of structures and land to ensure compliance with the Property Maintenance Code and other provisions within the Mount Vernon Municipal Codified Ordinances.
- Investigate reports of high grass, accumulated trash, abandoned vehicles, and dilapidated buildings to confirm the location of violations and assess the extent of the issue.
- Contact property owners to request the abatement of identified nuisances, ensuring appropriate follow-up and reporting findings to the Safety Service Director.
- Prepare written notifications to violators of the Property Maintenance Ordinance, clearly detailing the nature of violations. Ensure notifications are properly mailed or posted on the property when necessary.
- Maintain accurate and up-to-date records of all code violations and related correspondence, ensuring documentation is comprehensive enough to support potential legal action against violators.
- Provide assistance to the Safety Service Director and Zoning Enforcement Officer in reviewing zoning applications and investigating zoning compliance matters.
- Inspect properties throughout the City to ensure ongoing compliance with City Code and report any violations or concerns identified during inspections.
- Support the Safety Service Director and Zoning Enforcement Officer in the administration and enforcement of various City codes and Zoning Ordinances.
- Collaborate with other departments, city officials, and community organizations to address ongoing property maintenance and zoning issues, ensuring a unified approach to enforcement.
- Issue citations for code violations in accordance with City ordinances and attend hearings or court proceedings when necessary to support legal actions.
- Maintain an up-to-date knowledge of changes to local ordinances, property maintenance regulations, and zoning laws to ensure effective enforcement and compliance.
- Assist in preparing reports, statistics, and analysis of property maintenance and zoning enforcement activities for internal and public distribution.
- Educate property owners and residents on property maintenance responsibilities, zoning regulations, and available resources to encourage voluntary compliance.
- Coordinate with contractors, vendors, or city crews to facilitate the cleanup or abatement of property violations when needed.
- Attend relevant training sessions and conferences to enhance knowledge of property maintenance and zoning enforcement best practices.
- Respond to inquiries from property owners, residents, and businesses regarding property maintenance and zoning regulations, providing accurate and timely information.
- Participate in community outreach efforts, including meetings and public forums, to inform citizens about the Property Maintenance Ordinance and its impact on the community.



## The City of Mount Vernon

An Equal Opportunity Employer

- Track and follow up on unresolved violations, ensuring that corrective actions are completed within specified timeframes and according to city policies.
- Document and report any hazardous conditions observed during inspections, and coordinate with relevant authorities for appropriate intervention or remediation.
- Assist in the development and implementation of educational programs or materials designed to promote awareness of property maintenance and zoning regulations.
- Participate in periodic reviews of the Property Maintenance Code and Zoning Ordinances, offering recommendations for updates or improvements based on field experience.
- Coordinate and support special enforcement initiatives or community cleanup programs to improve the overall condition and safety of neighborhoods.
- Provide testimony or documentation for code violations for City Council meetings, when necessary.
- Assist in coordinating inspections and enforcement related to building permits and property modifications to ensure compliance with applicable regulations.

### **Non-Essential Job Functions:**

In addition to the essential job functions, employees may be asked to perform other duties and responsibilities as needed to support the overall operation of the department. These non-essential functions may include assisting with special projects, participating in departmental meetings, helping with administrative tasks, or providing support to other teams as necessary. While these tasks are not the primary responsibilities of the role, they contribute to the smooth operation of the City's operations and may vary depending on departmental needs or special circumstances. Employees are expected to remain flexible and adaptable to perform additional tasks as required by the department or supervisor.

### **Job Requirements:**

**Equipment:** Desktop or laptop computer with relevant software, printer, telephone, fax machine, copier, document scanner, and other standard office equipment. Additional equipment may include specialized tools or technology required for specific tasks within the department. Ability to safely operate a motor vehicle is required.

### **Knowledge, Skills and Abilities (KSA's):**

#### **Knowledge:**

- Knowledge of City government practices and processes.
- Knowledge of principles and practices of effective customer service and customer-oriented telephone etiquette.
- Knowledge of the Municipal Codified Ordinances.
- Knowledge of office administration practices and procedures, including file and document management procedures and practices.
- Knowledge of Microsoft Office Suite (including Word and Excel) for creating and formatting detailed inspection reports, letters, and official documentation. Capable of utilizing Excel functions such as sorting, filtering, and data analysis to support decision-making and reporting requirements.
- Knowledge of local building codes, zoning laws, and environmental regulations as they pertain to city inspections.
- Knowledge of inspection processes, including site visits, documenting violations, issuing citations, and ensuring compliance with relevant codes.
- Knowledge of the steps required to address code violations, including following up with property owners, coordinating with other city departments, and assisting with legal documentation for enforcement actions.
- Knowledge of the potential hazards encountered during field inspections, such as unsafe structures, hazardous materials, and environmental risks.
- Knowledge of the safety protocols and personal protective equipment (PPE) required when conducting inspections, ensuring that safety measures are followed to protect both inspectors and the public.
- Knowledge of best practices for maintaining safety while performing on-site assessments, including proper reporting of any safety concerns encountered during inspections.

#### **Skilled In:**

- Skilled in leadership, communication, and problem-solving.



## The City of Mount Vernon

An Equal Opportunity Employer

- Skilled in organizational, time management, and multi-tasking skills.
- Skilled in documentation/record keeping and computer skills.
- Skilled in analyzing issues and implementing effective solutions to resolve property maintenance violations.
- Skilled in effectively conveying information through clear and professional written and verbal communication with property owners, the public, and city officials.

### **Ability to:**

- Ability to apply critical thinking skills to effectively define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills.
- Ability to conduct thorough investigations of property-related complaints, including high grass, trash, abandoned vehicles, and dilapidated structures.
- Ability to work independently and prioritize work.
- Ability to maintain confidentiality of department matters.
- Ability to develop and maintain an effective working relationship with employees, other agencies and the public.
- Ability to effectively communicate verbally and in writing in order to give and receive information in a prompt and courteous manner.
- Ability to interact professionally and respectfully with individuals from a wide range of social, economic, and educational backgrounds.
- Ability to address and resolve sensitive enforcement matters, including disputes related to violations or non-compliance.
- Ability to maintain meticulous and thorough records of all correspondence, inspections, and enforcement actions.
- Ability to interpret and enforce complex municipal ordinances.
- Ability to compute assigned work without direct supervision.
- Provides coordination and support of assignments within a department or groups related to the budget.

### **Difficulty of Work**

Work is completed in a fast-paced environment with multiple interruptions throughout the day. There will be deadlines to meet for a variety of requirements and reporting. While on the job, candidate may come in contact with difficult and sensitive material. Encounters with the public are stressful at times depending upon the reason for the visit or phone call.

### **Supervisory Responsibilities**

This position does not supervise other individuals.

### **Professional Work Relationships**

In the position of Property Maintenance Enforcement Officer, the individual will have regular contact with a variety of stakeholders. They will engage with property owners, tenants, and the general public to address complaints, provide guidance, and issue notices of violations. The officer will also collaborate with other city departments, including the Zoning Enforcement Officer, Safety Service Director, and Public Works, to discuss ongoing issues and resolve code violations. Additionally, they will interact with contractors or service providers involved in property maintenance and enforcement actions, as well as update and consult with city officials regarding ongoing cases. These interactions are essential for ensuring effective enforcement of property maintenance codes and fostering cooperation across departments and with the community.

### **Physical Effort and Work Environment**

**Physical Requirements:** The position primarily involves light physical activity, including the ability to lift up to 25 pounds as needed.

**Physical Activity:** The role requires a variety of physical activities, including manual dexterity, speaking, hearing, lifting, pushing, pulling, reaching, and walking, particularly when conducting inspections or handling property maintenance tasks.



## The City of Mount Vernon

An Equal Opportunity Employer

**Visual Activity:** The position necessitates the use of a dual-monitor computer to perform administrative tasks, documentation, and case management.

**Work Environment:** The role is typically performed in an office setting with occasional fieldwork. The individual is not regularly exposed to hazardous environmental conditions, though some outdoor work may be required in various weather conditions during inspections.

### **ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

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|-----------|--|-------|--|
| Employee: |  | Date: |  |
|-----------|--|-------|--|

Revised:

May 1, 2014 - Original

February 2025