

**City of Milford**  
An Equal Opportunity Employer  
Position Description

Page 1 of 3

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<b>Position Title:</b>	Zoning/Code Enforcement	<b>Class Title:</b>	Zoning/Code Enforcement
<b>Employment Status:</b>	Part-time	<b>Dept./Div:</b>	Planning
<b>FLSA Status:</b>	Non-exempt	<b>Reports To:</b>	Assistant City Manager
<b>Muni. Serv. Status:</b>	Unclassified	<b>Supervises:</b>	N/A

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**QUALIFICATIONS:** (An example of acceptable qualifications)

Completion of associate's degree from a two-year college, or equivalent combination of education and experience in code enforcement, law enforcement, or land use planning.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a State of Ohio driver's license, including the ability to be covered by the City's insurance provider.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive: Personal computer, including word processing, spreadsheet and database software; calculator; modern business office equipment (e.g., copier, fax machine, etc.).

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee: is exposed to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); may be exposed to hazardous or unsanitary conditions; is frequently exposed to hot, cold, wet, humid, and windy weather conditions; is occasionally exposed to hazardous driving conditions; may have to traverse uneven or rugged terrain; works with and around floor openings, platforms, runways and stairs; may be exposed to upset or hostile members of the public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

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

- 40% (1) Conduct routine inspections and inspections generated by complaint in jurisdiction area to ensure compliance with the City Zoning Ordinance and provisions of the Milford Codified Ordinance regarding property maintenance, sidewalks, and nuisances.
- 30% (2) Communicate/correspond with property owners concerning violations.
- 20% (3) Mediate correction of violations and ensure the violation is abated through the proper legal means (including court action if necessary) and in the most expedient manner possible.

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Date Adopted:  
Date Revised: 6/26/12

Developed by:  
Clemans, Nelson & Associates, Inc.  
Columbus, OH 43235

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Page 2 of 3

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- 5% (4) Provide zoning information to residents, builders, developers and businesspersons to ensure accuracy and understanding regarding applicable provisions of the Zoning Ordinance, nuisance laws, property maintenance, and filing procedures.
- 5% (5) Prepare documents and present findings in court proceedings.
- (6) Present suspected property maintenance violations and complaints to the Citizen's Housing Committee.
- (7) Assist the Assistant City Manager with day-to-day activities/functions of the department.
- (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

- (10) Performs other related duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*Indicates developed after employment)

**Knowledge of:** code enforcement policies and procedures; City zoning/building code\*; zoning and code enforcement inspection techniques; public relations.

**Skill in:** use of modern office equipment; motor vehicle operation.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; understand, interpret, and apply laws, rules, or regulations to specific situations; calculate fractions, decimals and percentages; prepare routine correspondence; compile and prepare reports; communicate effectively; develop and maintain effective working relationships.

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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.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)