

COLERAIN TOWNSHIP BOARD OF TRUSTEES

RESOLUTION NO. 12-07

RESOLUTION ASSIGNING DUTIES OF ADMINISTRATION AND ENFORCEMENT OF PROPERTY MAINTENANCE CODE AND ESTABLISHING MINIMUM QUALIFICATIONS FOR CODE ENFORCEMENT PERSONNEL

Whereas, the Board of Trustees, on October 24, 200~~6~~⁷, pursuant to Ohio Revised Code Sec. 505.73, adopted a Property Maintenance Code pertaining to the repair and continued maintenance of structures and premises of a structure within the Township; and

Whereas, Sec. 505.73 (B) requires the Board of Trustees to assign the duties of administering and enforcing the said Code to a township officer who is trained and qualified for those duties and shall establish by resolution the minimum qualifications necessary to perform those duties.

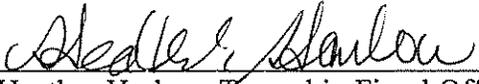
NOW, THEREFORE, be it RESOLVED THAT:

1. The Board hereby assigns the duties of administering and enforcing the Colerain Township Property Maintenance Code to the Colerain Township Zoning Administrator, Dr. Susan Roschke, or her successor in that office, who, in her discretion, may delegate to such other township employees so much of those duties as they are qualified to perform.
2. The Board hereby establishes the following as minimum qualifications of employees who shall perform duties related to the administration and enforcement of the Property Maintenance Code:
 - i. Valid Operator's License to drive a motor vehicle in Ohio
 - ii. One (1) year relevant experience
 - iii. Computer skills sufficient to enter and retrieve data, and create reports and correspondence
 - iv. High School Diploma or G.E.D.
 - v. Aptitude to acquire practical knowledge of zoning code and nuisance abatement statutes
3. The Board approves the "Job Classification Description" for "Part-Time Assistant Inspector of Zoning, Nuisance & Property Maintenance" attached hereto. The said description may hereafter be modified as needed by the Zoning Administrator, based upon experience gained in the day to day administration and enforcement of the said Property Maintenance Code.

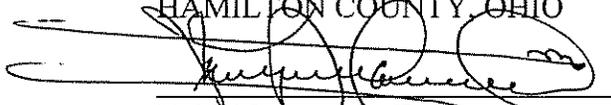
Adopted in regular session on this 15th day of March, 2007.

BOARD OF TRUSTEES
COLERAIN TOWNSHIP,
HAMILTON COUNTY, OHIO

Attest:



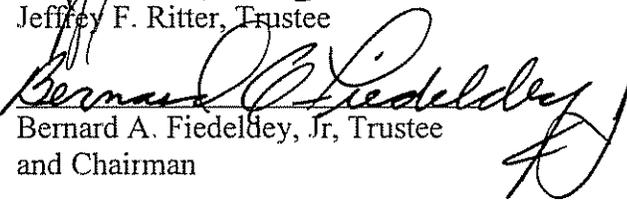
Heather Harlow, Township Fiscal Officer



Keith N. Cornman, Trustee

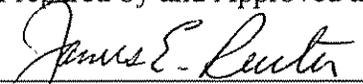


Jeffrey F. Ritter, Trustee



Bernard A. Fiedeldey, Jr, Trustee
and Chairman

Prepared by and Approved as to form:



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Cincinnati, Ohio 45239-4222
(513) 521 - 8400
Attorney for Board of Trustees

COLERAIN TOWNSHIP PLANNING & ZONING DEPARTMENT

JOB CLASSIFICATION DESCRIPTION

CLASS TITLE: PART-TIME ASSISTANT INSPECTOR OF ZONING, NUISANCE, & PROPERTY MAINTENANCE

Distinguishing Features of the Class:

Incumbent is responsible for the inspection of property for compliance with the Township Zoning Resolution, the Township Junk Vehicle Resolution, the Ohio Revised Code with regard to nuisances, the Township Property Maintenance Code, and related codes and/or resolutions. An incumbent patrols on foot or by car to investigate, document, and enforce observable code violations. Work is performed under the general supervision of the Planning & Zoning Administrator with leeway allowed for the exercise of independent judgment in carrying out the details of the work.

Typical Work Activities:

- ▶ Patrols assigned areas on foot or by car and enforces readily observable violations of the regulations defined above as seen from the outside of buildings;
- ▶ Investigates complaints of violations of the regulations listed above;
- ▶ Documents code violations and issues warnings and citations depending on the severity of the findings;
- ▶ Performs follow up inspections to ensure enforcement;
- ▶ Compiles documentation to facilitate Police Department citations when needed;
- ▶ Cooperates with other departments and agencies as needed for team inspections;
- ▶ Refers complaints or observations of violations of other codes to appropriate agencies for follow up;
- ▶ Explains requirements of the various codes to property owners, business owners and managers, property managers, occupants, and contractors;
- ▶ Communicates with property owners regarding violations of codes, time frames for correction of violations, and achieving compliance;
- ▶ Encourages property owners to improve or rehabilitate property, including provision of informational materials related to special programs such as HIP;
- ▶ Prepares a variety of records and reports relevant to inspection and enforcement activities;
- ▶ Attends meetings of the various Boards and Commissions of the Planning & Zoning Department as required or requested;
- ▶ Participates in relevant training;
- ▶ Works with Planning & Zoning Administrator to make recommendations regarding revisions to policies and procedures for inspection and enforcement;
- ▶ Compiles necessary documentation for prosecution of violations;
- ▶ Testifies in court as required; and
- ▶ Other duties as assigned by the Planning & Zoning Administrator.

Full Performance Knowledge, Skills, Abilities, Personal Characteristics:

- ▶ Good knowledge of codes and resolutions concerning external maintenance, zoning, and nuisance issues within the Township;
- ▶ Good knowledge of the principles and methods of field inspection;
- ▶ Working knowledge of the geography of the Township;
- ▶ Working knowledge of the legal procedures used in the inspection and enforcement of the relevant codes;
- ▶ Ability to enforce regulations with firmness and tact;
- ▶ Ability to use discretion, initiative, and independent judgment within established guidelines;

- ▶ Ability to understand and follow oral and written instructions;
- ▶ Ability to organize and maintain accurate records and files;
- ▶ Ability to organize and analyze data and prepare records and reports;
- ▶ Ability to communicate effectively both orally and in writing;
- ▶ Ability to deal effectively with the public;
- ▶ Ability to effectively work with and serve a diverse local community; and
- ▶ Physical condition commensurate with the demands of the position.

Qualifications: Minimum: High school diploma or GED and at least one year of relevant experience.
Preferred: Inspection or Contracting experience.

Special Requirements: Possession of valid Ohio driver's license.

Tools and Equipment Used: Motor vehicles, digital cameras, personal computers with related software, copiers, calculators, two-way radios, telephones, fax machines, hand tools, and other equipment germane to this position.

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

- ▶ Requires the ability to perform office related duties and access a wide variety of residential and commercial/industrial construction sites, buildings, and properties. These sites and buildings may be uncompleted where the site does contain a finished grade material;
- ▶ While performing the duties of this position, the employee is frequently required to talk, hear, and/or use hands to handle or feel objects, tools or controls and reach with arms and hands;
- ▶ While performing the duties of this position, the employee is frequently required to drive or ride in a motor vehicle and to stand or walk for a significant portion of the work hours;
- ▶ The employee must occasionally lift and/or move objects up to 25 pounds.
- ▶ Specific vision abilities required by this position are equivalent to those to obtain an Ohio Drivers license.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves duties to be performed in the field and an inside office setting. Field sites and buildings may be uncompleted where the site does not contain a finished grade material. Field work may bring the employee into contact with fumes, noxious odors, dusts, pests, etc. that may affect the respiratory system, eyes, or skin. Noise, light, temperature, and weather conditions will vary with office and field locations each day.

Disclaimer: This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary Range: Starting hourly rate: \$12