



# Village of Buckeye Lake, Ohio

<b>JOB TITLE:</b>	Code Enforcement Officer	<b>JOB CATEGORY:</b>	Administration
<b>Department/Group:</b>	Development /Administration	<b>Job code/Req#:</b>	N/A
<b>Location:</b>	Buckeye Lake, Ohio	<b>Travel required:</b>	Yes; around village
<b>Level/Salary range:</b>	\$20.50-23.18 / hour	<b>Position type:</b>	Part-time non-exempt
<b>Directly Reports To:</b>	Development Director	<b>Date posted:</b>	February 2026
<b>Will train applicant:</b>	Yes; with proper qualifications	<b>Posting expires:</b>	Once filled

## APPLICATIONS ACCEPTED BY:

<b>Fax or Email:</b>	clerk@buckeyelakevillage.com	<b>Subject line:</b>	Code Enforcement Officer Application
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## JOB DESCRIPTION

### SUMMARY:

*Under general direction of the Development Director, the Code Enforcement Officer is responsible for performing a variety of field and office work in support of the Villages code enforcement program. The position enforces compliance with Village regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, water waste, and other matters of public concerns. The ideal candidate must meet all job safety requirements and all applicable safety standards that pertain to the essential functions; must demonstrate regular and predictable attendance; maintain required licenses and/or certifications; attend meetings or other job-related functions outside normal working hours, as required.*

### PRINCIPLE DUTIES:

- ❖ *Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of Village zoning and related municipal codes and ordinances*
  - ❖ *interview complainant and witnesses;*
  - ❖ *conduct investigations and provide recommendations for resolution;*
  - ❖ *performs proactive and reactive enforcement of IPMC and short-term rental licensing ordinance.*
- ❖ *Conduct field investigations;*
  - ❖ *inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation;*
  - ❖ *issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations;*
  - ❖ *schedule, and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.*
- ❖ *Prepare evidence in support of legal actions taken by the Village; appear in court as necessary; testify at hearings and in court proceedings as required.*

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❖ Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.

❖ Prepare a variety of written reports, memos, and correspondence related to enforcement activities; Patrol assigned area in a Village vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations

❖ Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, iPad, and other standard office equipment.

❖ Maintains filing systems manually and/or electronically.

❖ Manages iWork software program for code, which includes uploading files, updated records, sending and receiving notices, etc.

❖ Interact with citizens on a day-to-day basis, answering questions and directing them based on needs.

❖ Other duties as assigned.

#### QUALIFICATIONS / SKILLS:

High school Diploma or equivalent. The Code Enforcement Officer should have a minimum of two (2) years applicable experience. An Associate's Degree in urban planning, urban studies, geography, or a related field is desirable. Any combination of education, training, and/or experience equivalent will be evaluated. Must be detail-oriented, self-motivated, and require little-to-no supervision to carry out their duties. Must have excellent customer service skills to maintain good relationships and effective communication with personnel and the public. Must be distinctly dependable and trustworthy, with a strong and proven work ethic.

#### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license, must remain insurable under the Village's vehicle insurance policy.

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