

Village of Bloomdale
206 Vine Street
Bloomdale Ohio 44817

Job Posting

Job Title: Ordinance Enforcement Officer

Summary Description:

The Ordinance Enforcement Officer is to report to the Mayor, the Records & Inventory Committee, and the Village Council to ensure that all Village residents follow the Village ordinances regarding the maintenance of real property; proper licensing of, registration of, and maintenance of a variety of motor vehicles; review Village areas for violations of Village ordinances; and attend all court hearings . Will assist in collecting delinquent utility bills if needed. Works closely with the Village Council, Committees, and staff as needed.

Job Duties:

The Following duties are typical for this position: Perform a variety of field and office work in support of the Village's local ordinance enforcement program; enforce compliance with Village regulations and ordinances concerning land use, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.

1. Receive and respond to resident complaints and reports from other agencies and departments on alleged violations of Village ordinances.
2. Conduct field investigations (walking and vehicular); inspect properties for violations; attempt to make contact at the residence or business to resolve the violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for ordinance violations.
3. Schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, and meetings to ensure compliance with appropriate codes and ordinances; issue administrative and parking notices of violations as necessary.
4. Prepare evidence in support of legal actions taken by the Village; testify at hearings and in court proceedings as required.
5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities, including accurate and detailed information regarding ordinance enforcement activity.
6. Prepare various written reports, memos, and correspondence related to enforcement activities.
7. Attend bi-monthly Village Council meetings and serve as a resource to other Village departments, committees, the public and outside agencies in the enforcement of ordinance regulations; provide research and documentation for meetings.
8. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective ordinance enforcement, research complaints.
9. Perform other duties and tasks as directed and assigned.

Qualifications:

The following generally describes the knowledge and ability required to enter the job and be learned within a short period in order to perform the assigned duties successfully.

Knowledge of:

1. Operations, services, and activities of a Village ordinance compliance program; aid in establishing an ordinance compliance program if not already in existence.
2. Principles and procedures of record keeping.
3. Customer service principles.
4. General construction practices.

Ability to:

1. Work well with others, including residents, Village staff, and Council members.
2. Work in occasionally demanding circumstances involving ordinance violations.

Education and Training:

High School diploma or GED

Experience:

One year of work experience involving public relations, including some experience dealing with the public in code or ordinance enforcement, inspection, and investigation. Experience that includes previous municipal experience is highly advantageous.

Licenses or Certificates:

Clean State of Ohio Driver's License

Clean driving record

Insurable and bondable

Physical Demands and Working Environment:

The conditions herein represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may enable individuals with disabilities to perform essential job functions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; operating office equipment; operating a vehicle to travel to various locations, and verbally communicating to exchange information.

Environment: Indoor and outdoor environments; able to work alone; travel from site to site; incumbent may be exposed to noise, dust, pollen and weeds, and inclement weather conditions.

Application:

Please drop a cover letter of interest and a resume in a sealed envelope into the Utility Payment drop-box, located on the south-east corner of the Village Offices at 206 Vine Street, Bloomdale Ohio, by 4 pm on Wednesday September 10, 2025.