# Village of Buckeye Lake, Ohio

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

**APPLICATIONS ACCEPTED BY:**

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| **Fax or Email:** | clerk@buckeyelakevillage.com | **Subject line:** | Code Enforcement Officer Application |

**JOB DESCRIPTION**

## *SUMMARY:*

The Village of Buckeye Lake is seeking a motivated, community-focused individual to serve as its part-time Code Enforcement Officer. This position plays an important role in protecting the health, safety, welfare, and appearance of the community by administering and enforcing Village ordinances, zoning regulations, property maintenance standards, nuisance regulations, and other applicable codes.

The Code Enforcement Officer divides time between field inspections and office responsibilities, investigating complaints, conducting property inspections, documenting findings, educating residents and business owners regarding applicable regulations, and working collaboratively with property owners to achieve voluntary compliance whenever possible. The position also prepares enforcement documentation, maintains case files, and represents the Village during administrative hearings and court proceedings when necessary. Work is performed in both office and outdoor environments with exposure to varying weather conditions, construction sites, traffic, vacant structures, animals and occasionally difficult or confrontational situations. Evening meetings, court appearances, emergency response activities, and occasional weekend work may be required.

The Village is committed to developing the successful candidate through on-the-job training, mentoring, and continuing education. Candidates with strong communication, organizational, customer service, and problem-solving skills are encouraged to apply, even if they do not possess direct code enforcement experience.

This position provides an excellent opportunity for someone interested in municipal government, planning, zoning, community development, and public service. As Village needs evolve, this position may transition to full-time employment.

## *PRINCIPLE DUTIES:(The duties listed below are representative of the work performed and are not intended to be all-inclusive.)*

### *Code Enforcement*

- Receive, investigate, and respond to citizen complaints, referrals, and inquiries regarding zoning regulations, property maintenance standards, nuisance conditions, short-term rental licensing, and other Village ordinances.

- Conduct proactive and complaint-based inspections of residential, commercial, industrial, and vacant properties.
- Interpret and enforce Village ordinances, zoning regulations, the International Property Maintenance Code (IPMC), and other adopted regulations.
- Research, interpret, and explain Village ordinances and applicable regulations to residents, property owners, contractors, and businesses.
- Issue warning notices, notices of violation, compliance orders, citations, and other enforcement documents as authorized by Village ordinances.
- Photograph violations, collect evidence, document investigations, and maintain complete case files.
- Schedule and conduct follow-up inspections to verify corrective actions and achieve timely compliance.
- Balance education with enforcement by promoting voluntary compliance whenever possible while exercising enforcement authority fairly, consistently, and impartially.

***Investigation and Case Management***

- Conduct investigations of potential code violations and determine appropriate enforcement actions.
- Prepare written reports, inspection records, memoranda, correspondence, and investigative summaries.
- Maintain accurate electronic and paper records utilizing iWorQ software and other Village information systems.
- Appear and testify before judicial proceedings as required.
- Prepare investigative files, photographs, correspondence, inspection reports, and supporting documentation for administrative hearings and court proceedings.

***Community Relations***

- Provide courteous, responsive, and professional customer service.
- Educate residents, businesses, contractors, landlords, tenants, and community organizations regarding Village regulations and compliance requirements.
- Work collaboratively with homeowners and businesses to improve neighborhood appearance and quality of life.
- Respond professionally to difficult situations while maintaining positive working relationships and exercising sound judgment.
- Represent the Village professionally during meetings, public events, and interactions with residents and community organizations.

***Interagency Coordination***

- Coordinate investigations and enforcement activities with Village departments, law enforcement, fire departments, health agencies, engineers, legal counsel, contractors, utilities, and other governmental agencies.
- Attend meetings, training sessions, conferences, and professional development opportunities. Assist with special projects and perform other duties as assigned.

***MINIMUM QUALIFICATIONS / SKILLS:***

- *High school Diploma or equivalent.*
- *Demonstrated ability and experience in customer service, regulatory compliance, inspections, construction, property management, municipal government, planning, zoning, law enforcement, or related field; or 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.*

***PREFERRED QUALIFICATIONS / SKILLS:***

- Associate's or Bachelor's degree in Public Administration, Urban Planning, Construction Management, Criminal Justice, Geography, or a related field.
- Experience in code enforcement, zoning administration, inspections, or municipal government.
- Experience using iWorQ or similar permitting and code enforcement software.
- Ohio Zoning Inspector, ICC Property Maintenance Inspector, or other relevant professional certifications.

***LICENSURE OR CERTIFICATION REQUIREMENTS:***

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