

CITY OF TROTWOOD JOB DESCRIPTION

POSITION: Code Enforcement Officer

FLSA STATUS: Hourly; non-exempt

REPORTING RELATIONSHIPS:

Reports to Planning and Development Director; no supervisory responsibilities

JOB SUMMARY

The Code Enforcement Officer is a proactive, self-directed professional responsible for interpreting and enforcing municipal property maintenance, zoning, nuisance, and other city codes. Operating independently in the field, the Officer conducts regular proactive patrols, investigates complaints, and manages a dynamic caseload using digital tracking software in order to maintain neighborhood integrity and address health nuisances and substandard property conditions. This role requires exceptional self-motivation, high organization, precise electronic record-keeping, and the communication skills necessary to interact tactfully with citizens while delivering firm, difficult news.

ESSENTIAL FUNCTIONS

- Independently conducts regular, proactive field patrols throughout assigned municipal areas to identify property maintenance and zoning violations; works efficiently without close daily supervision.
- Manages an active caseload from start to finish; concurrently identifying new issues, re-inspecting ongoing cases, and closing resolved files in an organized and timely manner.
- Promptly and accurately enters field inspection data, photographs, notice logs, and case progress into web-based municipal management software to prevent dropped cases or lost details. Properly manage incoming and outgoing postage mail.
- Communicates code requirements directly with property owners, tenants, and business owners.
- Professionally delivers sensitive or unwelcome news, explains required corrective actions, and de-escalates tense or difficult encounters.
- Assists in the inspection of properties for compliance with approved permits, site plans, and municipal zoning/nuisance standards as requested.
- Issues formal notices of violation, administrative citations, and municipal court filings in accordance with established departmental procedures and code standards.
- Prepares organized evidentiary files and serves as a primary witness in legal, civil, or administrative court proceedings as required.

KNOWLEDGE, SKILLS AND ABILITIES

- High personal drive, sharp time management skills, and ability to prioritize daily field routes and tasks with high autonomy.
- Demonstrated ability to manage dozens of open cases simultaneously without letting deadlines or follow-ups lapse.
- High comfort level operating computers, tablets, and web-based case management software; fast and accurate data entry skills.
- Ability to maintain composure under pressure, actively listen, and effectively navigate challenging interactions with upset or resistant members of the public.
- Ability to quickly learn, interpret, and apply municipal property maintenance codes, land use regulations, and standard operating procedures.
- Ability to learn, interpret, and read basic site plans, maps, and specifications to verify on-site compliance as requested.

Employee Signature: _____
Rev. 10/2026

Date: _____

EDUCATION AND EXPERIENCE

- High School Diploma or GED required.
- Experience involving self-directed field work, code/law enforcement, building inspection, or a position requiring significant public interaction and computer-based record keeping highly preferred.

ADDITIONAL REQUIREMENTS

- Possession of a valid Driver's License and an acceptable driving record.
- Ability to work outdoors independently in various weather conditions.
- Physical ability to navigate uneven terrain, active construction sites, and climb ladders during field investigations.
- Successful completion of a comprehensive background check.

Employee Signature: _____
Rev. 10/2026

Date: _____