

**ORDINANCE NO. 79-21**

**AN ORDINANCE AMENDING SECTIONS 31.02(B)(11), 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE COMMUNITY DEVELOPMENT DEPARTMENT, AND ACCEPTING THE JOB DESCRIPTION OF CODE ENFORCEMENT INSPECTOR.**

**WHEREAS:** Section 31.02 (B)(11) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows pertaining to the Community Development Department:

**(11) COMMUNITY DEVELOPMENT DEPARTMENT**

|   |                                   |                      |
|---|-----------------------------------|----------------------|
|   |                                   | <u>Hourly Rate</u>   |
| 1 | <b>Code Enforcement Inspector</b> | <b>Pay Grade 93A</b> |
| 1 | Clerical Help                     | Pay Grade 5A         |

(Ord. 2-04, 22-11, 25-11, 134-11, 151-11, 130-13, 70-14, 114-15, 41-17, 158-18)

**WHEREAS:** Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows pertaining to the Community Development Department:

**COMMUNITY DEVELOPMENT DEPARTMENT**

| <u>Number</u> | <u>Classification</u>                      | <u>Steps Authorized</u> | <u>Classified Service</u>   |
|---------------|--|-------------------------|---|
| 1             | Community Development Director             | Pay Grade 122           | Unclassified, appointed by Mayor, confirmed by Council (annual salary paid bi-weekly) |
| 1             | Economic Development Director              | Pay Grade 112           | Unclassified/appointed by Mayor, confirmed by Council (annual salary paid bi-weekly)  |
| 1             | Building Official                          | Pay Grade 114           | Unclassified/appointed by Mayor-confirmed by Council                                  |
| 1             | Building Dept. Admin. Assist.              | 7 A-F                   | Classified  |
| 1             | Economic Development/Planning Admin. Asst. | 7 A-F                   | Classified  |
| 1             | Building/Property Maintenance Inspector    | 16 A-F per contract     | Classified  |
| <b>1</b>      | <b>Code Enforcement Inspector</b>          | <b>93A</b>              | <b>Unclassified, Part-time</b>  |
| 1             | Clerk (part-time)                          | Sec. 31.02(B)(11)       | Part-time   |
| 1             | Economic Development & Marketing Manager   | Pay Grade 110           | Unclassified, appointed by Mayor  |

Ord. 41-06, 88-06, 99-09, 82-10, 152-02, 153-02, 2-04, 21-04, 33-04, 7-06, 22-11, 25-11, 76-11, 134-11, 151-11, 2-12, 14-12, 130-13, 120-14, 114-15, 41-17, 158-18, 42-21

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

**SEC. 1:** That Section 31.02 (B)(11) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows pertaining to the Code Enforcement Inspector:

**(11) COMMUNITY DEVELOPMENT DEPARTMENT**

|   |                                   | <u>Hourly Rate</u>         |
|---|-----------------------------------|----------------------------|
| 1 | <b>Code Enforcement Inspector</b> | <b>Pay Grade 93A * 8 A</b> |
| 1 | Clerical Help                     | Pay Grade 5A               |

**\*The part-time position of Code Enforcement Inspector may not be filled if there is a person filling the full-time position (see Section 31.05).**

(Ord. 2-04, 22-11, 25-11, 134-11, 151-11, 130-13, 70-14, 114-15, 41-17, 158-18, 79-21)

**SEC. 2:** That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows, pertaining to the Code Enforcement Officer in the Community Development Department:

**COMMUNITY DEVELOPMENT DEPARTMENT**

| <u>Number</u> | <u>Classification</u>                      | <u>Steps Authorized</u> | <u>Classified Service</u>   |
|---------------|--|-------------------------|---|
| 1             | Community Development Director             | Pay Grade 122           | Unclassified, appointed by Mayor, confirmed by Council (annual salary paid bi-weekly) |
| 1             | Economic Development Director              | Pay Grade 112           | Unclassified/appointed by Mayor, confirmed by Council (annual salary paid bi-weekly)  |
| 1             | Building Official                          | Pay Grade 114           | Unclassified/appointed by Mayor-confirmed by Council                                  |
| 1             | Building Dept. Admin. Assist.              | 7 A-F                   | Classified  |
| 1             | Economic Development/Planning Admin. Asst. | 7 A-F                   | Classified  |
| 1             | Building/Property Maintenance Inspector    | 16 A-F per contract     | Classified  |
| <b>1</b>      | <b>Code Enforcement Inspector*</b>         | <b>93A 8 A-F</b>        | <del>Unclassified, Part-time</del> <b>Classified</b>                                  |
| 1             | Clerk (part-time)                          | Sec. 31.02(B)(11)       | Part-time   |
| 1             | Economic Development & Marketing Manager   | Pay Grade 110           | Unclassified, appointed by Mayor  |

**\*The full-time position of Code Enforcement Inspector may not be filled if there is a person filling the part-time position (see Section 32.05).**

Ord. 41-06, 88-06, 99-09, 82-10, 152-02, 153-02, 2-04, 21-04, 33-04, 7-06, 22-11, 25-11, 76-11, 134-11, 151-11, 2-12, 14-12, 130-13, 120-14, 114-15, 41-17, 158-18, 42-21, 79-21

**SEC. 3: That Section 31.07 of the Salary and Benefits Code is hereby amended by**

**accepting the job description of Code Enforcement Director and is subject to the Law Director's final approval.**

**SEC. 4:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SEC. 5:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

**PASSED:** May 10, 2021

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** May 11, 2021

**SIGNED:** Dennis Hanwell  
Mayor

Effective date: June 9, 2021

PROPOSED

**THE CITY OF MEDINA  
JOB DESCRIPTION**

ORD. 79.21

**TITLE:** Code Enforcement Inspector

**REPORTS TO:** Community Development Director

**DEPARTMENT/DIVISION:** Community Development / Planning

**CIVIL SERVICES STATUS:** Unclassified / **Classified**

**JOB STATUS:** Part-time /**Full-Time**

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The individual in this classification, under the broad supervision of the Community Development Director, performs administrative and professional work relating to enforcing planning, zoning, and other community development plans and adopted codes.

**ESSENTIAL JOB FUNCTIONS:**

Enforces zoning code regulations by conducting on-site inspections and issuing violations.

Works with the general public on a daily basis in a tactful, professional manner.

Assists with ongoing programs related to the downtown Historic District, including sign and ongoing code enforcement.

Responds to customer needs for information related to zoning regulations within the City of Medina.

Coordinate enforcement activities with the city's Law Department and represent the city in court hearings regarding zoning and/or property maintenance violations.

Maintains regular and consistent attendance.

Attends interoffice staff meetings.

Assist in covering the duties of the Building/Property Maintenance Inspector position as needed due to staff absence and/or departmental priorities.

**Address high grass complaints and follow-up**

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to climb into and operate a motor vehicle, to climb into or onto various locations at building sites and to climb and descend stairs. Along with ability to stand and walk during the work day, along with occasional bending, stooping, lifting, kneeling and reaching.

Other duties as assigned.

**EDUCATION, TRAINING AND EXPERIENCE:**

## PROPOSED

High school diploma or GED and experience enforcing zoning and property maintenance codes. Associate's or Bachelor's degree preferred; or

Any equivalent combination of acceptable education and experience that provides the required knowledge, skills and abilities

### **License:**

Valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

## QUALIFICATIONS:

### **Knowledge of:**

- Theories, principles and practices of city planning, zoning, property maintenance and community development; and
- Ohio planning and zoning laws, as well as federal, state and local laws, regulations, ordinances and standards applicable to planning and community development.

### **Skilled in:**

- Word processing and spreadsheet software applications including, but not limited to, Microsoft Word, Excel and other Microsoft Office products; and
- Reading and writing reports, correspondence and instructions.

### **Ability to:**

- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Establish and maintain good working relationships with City employees, other governmental agencies and the general public.

## ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend part of each working day in the office at a desk or computer station and at job sites and facilities. The position includes a high incidence of interaction with citizens, government officials, and other City employees, occasionally under stressful conditions.

## WORKING CONDITIONS:

**PROPOSED**

May be required to occasionally work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:**

Standard office equipment including telephone, copier, fax machine, computer terminal, etc

**ADDITIONAL REQUIREMENTS:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

**EMPLOYEE ACKNOWLEDGMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_