



VILLAGE OF LINCOLN HEIGHTS

1201 Steffen Avenue
Lincoln Heights, Ohio 45215
513.733.5900
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Website: vlho.org

Village of Lincoln Heights, Ohio Code Compliance Officer (Part-Time)

Position Summary

The Village of Lincoln Heights is seeking a part-time Code Compliance Officer to assist in the enforcing and promoting compliance with local property maintenance, zoning, and nuisance codes, as well as other applicable village ordinances. Under general supervision, the Code Compliance Officer will conduct inspections, respond to complaints, issue notices, and work with property owners and other stakeholders to ensure community standards are maintained.

Key Duties & Responsibilities

- Receive, investigate, and respond to complaints regarding property maintenance, zoning violations, nuisances, trash/ junk, overgrowth, signage, inoperable vehicles, and related issues.
- Inspect residential, commercial, and vacant properties to determine compliance with village codes and ordinances.
- Document conditions via written reports, photographs, and maps.
- Issue warnings, notice(s) of violation, citations, or orders for corrective action as appropriate.
- Coordinate and follow up inspections to verify compliance, and initiate further enforcement or abatement when needed.
- Work with property owners, tenants, and other stakeholders to explain violations, required corrective actions, and reasonable timeframes for compliance.
- Prepare and maintain accurate case files, logs, and records of inspections, notices, and enforcement actions.
- Represent the Village in administrative hearings or court when required, provide testimony, and prepare documentation.
- Coordinate with other municipal departments (e.g. building, zoning, public works) and external agencies on code enforcement matters.
- Participate in community outreach, education, and neighborhood improvement initiatives as assigned.
- Perform related duties as required.

Minimum Qualifications & Requirements

- High school diploma or equivalent; additional coursework or certification in a related field preferred.
- Experience in code enforcement, property inspection, building maintenance, or a related field preferred (or an equivalent combination of education and experience).
- Knowledge of local codes, ordinances, and property maintenance standards; ability to interpret and apply them.
- Ability to inspect properties, read basic plans or property records, measure, and note violations.
- Strong verbal and written communication skills; ability to explain code requirements tactfully and effectively.
- Ability to maintain detailed records and documentation, including photographs, logs, and legal notices.
- Ability to handle interactions with residents, property owners, contractors, and the general public in a professional manner.
- Valid Ohio driver's license with a clean driving record; ability to travel around the Village.
- Must be able to pass any required background check.
- Ability to work outdoors in varying weather conditions; ability to walk, climb, inspect, and access various property areas.

Work Hours & Compensation

Part-time position.

Hours as assigned, may include evening or occasional weekend work.

Hourly salary / wage (to be determined) based on qualifications and experience.

No guarantee of full-time hours; scheduled as needed based on workload and Village needs.

Application Process

Please submit your materials to **villagemanager@vlho.org** or Attn: Village Manager, Village of Lincoln Heights, 1201 Steffen Avenue, Lincoln Heights, Ohio 45215-2334.
Deadline for applications: 10/31/2025

The Village of Lincoln Heights is an Equal Opportunity Employer and encourages applications from all qualified individuals.