



Now Hiring

Planner/Code Enforcement Officer

Posted: 11/25/2025
Position Title: **Planner/Code Enforcement Officer**
Job Type: **Full-Time**
Starting Salary: \$62,400 - \$72,800 annually
Classification: Hourly, Non-exempt
Schedule: Monday – Friday
8am – 4:30pm (plus evening meetings)

Hamilton Township, Warren County, Ohio is seeking a motivated, community-focused professional to serve as our **Planner/Code Enforcement Officer**. This position plays a key role in shaping responsible development, promoting high-quality land use, and ensuring that Township resolutions and codes are followed to maintain a safe and attractive community.

Responsibilities include:

- Assist and support the Planning & Zoning Director.
- Administer and interpret the township's zoning resolution, comprehensive plan, and other land use regulations.
- Accept, review, and process zoning permit applications, subdivision plats, and site plans for compliance with township regulations.
- Provide staff support to the Zoning Commission, Board of Zoning Appeals, and Board of Trustees, including preparing reports, public hearing notices, prepare meeting materials, and meeting attendance when necessary.
- Assist in updating and maintaining the comprehensive plan, zoning maps, land use plan, and related planning documents.
- Respond to inquiries from residents, developers, and the public regarding zoning, planning, and land use issues.
- Conduct field visits to evaluate sites, proposed developments, and zoning compliance.
- Investigate complaints regarding potential violations of zoning, property maintenance, and other Township codes.
- Conduct inspections and document findings; issue violation notices and work with property owners to achieve compliance.
- Maintain accurate records of inspections, complaints, correspondence, and enforcement actions.
- Prepare reports and testimony for legal proceedings when necessary.
- Coordinate with law enforcement, fire department, and other agencies as needed for enforcement activities.
- Perform other related duties as assigned.

Qualifications:

- Bachelor's degree in Urban Planning, Public Administration, General Planning, or related field.
- AICP certification preferred.
- Professional certification in property maintenance and enforcement preferred or obtained within one year of employment.
- Zoning, planning, code enforcement experience, project management, or equivalent combination of training and experience is preferred.
- Proficient in Microsoft Office and GIS or mapping software.
- Strong interpersonal, communication, and conflict-resolution skills.

Working Conditions / Physical Requirements:

- Work is performed in both office and field settings, including outdoor inspections in varying weather conditions.
- Evening meetings and occasional weekend work required.
- Ability to communicate verbally in person and via telephone.
- Vision abilities of this position include close vision and the ability to adjust focus.
- Field inspections require walking on uneven terrain and exposure to various weather conditions.
- Ability to operate a computer and standard office equipment.
- Ability to sit, stand, walk, and drive for extended periods.

Compensation & Benefits:

Hamilton Township offers a competitive wage and a comprehensive benefits package including medical, dental, vision, and life insurance, HSA contribution, OPERS retirement participation, paid time off, paid holidays, wellness program, and other Township benefits. Ongoing professional development and career training.

How to Apply:

Qualified candidates should submit a cover letter, resume, and completed Hamilton Township employment application to:

HR Manager Cheryl Allgeyer at callgeyer@hamilton-township.org

or

7780 South St. Rt. 48

Hamilton Township, OH 45039

For employment application: <https://www.hamilton-township.org/employment>

Applications will be accepted until position is filled. Must be able to pass pre-employment background check, drug screen, and motor vehicle license record check. Hamilton Township is an Equal Opportunity Employer and a Drug-Free Workplace.