

JOB POSTING



Oakwood Village

Job Title:	Part-Time	Job Category:	Building Code Enforcement Officer
Department/Group:	Building	Schedule	20-25 Hours a week
Location:	Village Hall	Travel Required:	Less than 5%
Level/Salary Range:	27.00 Hr.	Position Type:	Part-time non-exempt
Contact:	Erica Nikolic	Date Posted:	April 1, 2026
External Posting URL:	Village Website https://www.oakwoodvillageoh.com/		
Applications Accepted By:			
EMAIL: Email: enikolic@oakwoodvillageoh.com Subject Line: Permit Technician	MAIL -OR- IN PERSON Erica Nikolic Village of Oakwood 24800 Broadway Avenue Oakwood Village OH 44146 IF IN PERSON, IT MUST BE BY 4:30P.M. BUSINESS DAY		
Job Description			

Job Description - Exhibit A

Roles and Responsibilities:

- **Conduct Commercial/residential property maintenance inspections, ensuring compliance with housing codes and related ordinances, and prepare detailed inspection reports while maintaining accurate records.**
- **Perform field inspections on Commercial/residential properties, assessing the condition of Interiors/exterior, including roofs, chimneys, gutters, downspouts, foundations, windows, siding, steps, sidewalks, driveways, and landscaping.**
- **Issue notices of code violations to property owners who are out of compliance and provide information on available resources to assist with necessary repairs.**
- **Notify supervisory staff of any hazardous or deteriorating conditions that require immediate attention.**
- **Respond to inquiries from property owners, potential buyers, tenants, real estate agents, contractors, and the general public regarding the inspection process.**
- **Prepare inspection reports and maintain thorough records of all inspections conducted.**
- **Perform other related duties as assigned.**
- **Perform Point of Sales inspection.**
 - **Responding to public inquiries, complaints, and requests for information**
 - **Coordinates collaboration and decision-making with SafeBuilt and other key contractors to meet requirements and ensure decisions align with the Village of Oakwood's expectations and goals**

Qualifications:

Minimum high school degree, effective reading, writing, and planning skills, effective organization and communication abilities, clean background check, knowledge and experience in residential building code enforcement

Qualified applicants may submit a resume, via e-mail to (enikolic@oakwoodvillageoh.com).

ADDITIONAL NOTES

The Village of Oakwood is an Equal Opportunity-Affirmative Action Employer