



**CITY OF LIMA**  
*Sharetta Smith, Mayor*

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April 29, 2024

Civil Service Board  
C/o Deb Vobbe, Secretary  
202 E. High Street, 2nd Floor  
Lima, OH 45801

**Subject: Request for the creation of a fulltime position of Vehicle "Ordinance" Enforcement Officer in the Department of Housing & Neighborhoods**

Dear Board Members:

I am writing to request the Board's approval of the creation of a fulltime position of Vehicle "Ordinance" Enforcement Officer in the Department of Housing & Neighborhoods.

Attached is the amended job description for your approval.

The starting salary will be Pay Range 18, Step B, which is \$26.03 per hourly rate; \$2,082.40 bi-weekly.

Please feel free to the Human Resources Department with any questions.

Sincerely,

Della Bradford, Director  
Human Resources

Attachment

cc: Carmillia Zion, HR

CLASSIFICATION SPECIFICATION  
CITY OF LIMA  
An Equal Opportunity Employer  
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CLASS TITLE: Vehicle Ordinance Enforcement Officer	Status: Non-exempt	CODE: 1191
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**JOB RESPONSIBILITIES:** In addition to the following, performs other related duties as required.

Under immediate supervision, performs vehicle (including trailers, boats and campers) impoundment/enforcement activities; performs junk and abandoned vehicle code enforcement activities; enforces off-street parking regulations; may perform related law enforcement functions; prepares and maintains records and reports. Performs related duties as required.

**QUALIFICATIONS:** The training, education and work experience which indicates possession of the knowledge, skills and abilities listed below. The minimum acceptable qualifications for this position are:

Completion of secondary education plus five (5) years of progressively responsible law enforcement experience. Must demonstrate proficiency in those areas listed under knowledge, skills and abilities. Must meet the minimum requirements for LPD Auxiliary membership, possess a valid Ohio driver's license and a valid Ohio Peace Officer Certification.

**ILLUSTRATIVE DUTIES OF THE CLASSIFICATION:** The following duties are intended to depict tasks performed by this classification.

1. Performs improperly parked/stored, junk and abandoned vehicle enforcement activities; investigates reported violations and conducts field inspections for the purpose of removing improperly parked/stored, junk and abandoned vehicles; impounds, issues warnings or citations requiring the removal of improperly parked/stored, abandoned or junk vehicles.
2. Prepares and maintains records and reports; maintains enforcement records according to established procedures; maintains activity reports; performs mathematical computations to prepare accurate summaries of code compliance deficiencies.
3. Meets regularly with the Property Maintenance Code Inspector III (PMCI III) to report the status of enforcement actions.
4. May perform related law enforcement functions; examines vehicles and properties to determine compliance with vehicle, property maintenance, zoning, nuisance and related safety codes, (e.g., contacts complainants, takes photographs, collects related technical evidence, etc.); performs title research to establish ownership of property for proper service of notices and orders; writes deficiency reports and issues compliance orders for the removal, repair or immobilization of cited vehicles or properties; testifies in court, if necessary.

CLASSIFICATION SPECIFICATION  
CITY OF LIMA

CLASSIFICATION TITLE: Vehicle (Ordinance) Enforcement Officer  
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**KNOWLEDGE, SKILLS AND ABILITIES:** necessary to perform duties (\* indicates developed after employment).

**Knowledge of:** law enforcement procedures; inspection techniques; vehicle impoundment procedures; off-street parking/storage enforcement procedures; property maintenance, zoning, nuisance, safety and vehicle related laws and ordinances; general legal procedures involved in the enforcement of codes and ordinances; records preparation and management; organizational policies and procedures\*.

**Skill in:** computer operation; data entry; word processing; spreadsheets; databases.

**Ability to:** understand, interpret and apply laws, rules or regulations to specific situations; recognize unusual or threatening conditions and take appropriate action; communicate effectively; resolve complaints; define problems, collect data, establish facts and draw valid conclusions; gather, collate and classify information about data, people or things; travel to and gain access to work site; use proper research methods to gather data; compile and prepare reports; maintain records according to established procedures; prepare accurate documentation; add, subtract, multiply and divide whole numbers; establish and maintain effective working relationships with Municipal court, property owners, contractors, governmental officials, and the general public.

**Physical ability to:** climb stairs and walk on uneven surfaces; see sufficiently well to observe and record investigative information in limited lighting conditions; kneel, crouch, crawl or bend to investigate cramped or inaccessible spaces; work in inclement weather; to twist or bend from the waist to negotiate cramped or inaccessible spaces; to occasionally move or lift up to 20 pounds.

**EQUIPMENT OPERATED:**

Automobile, camera, measuring tools, computer

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Ohio driver's license, valid Ohio Peace Officer Certification, and membership in LPD Auxiliary with LEADS Certification

Civil Service Board Approval: July 1, 2004

Council Ordinance #:148-04

Civil Service Amended: May 2, 2024