

137.10 PART-TIME ASSISTANT/CLERK TO THE BUILDING INSPECTOR.

(a) The position of part time Assistant/Clerk to the Building Inspector is hereby established as a position within the City.

(b) The part time Assistant/Clerk to the Building Inspector shall under the direct supervision of the full-time Building Inspector and further shall be under the direction of the Director of Public Service.

(c) The rate of pay for the position of the part time Assistant/Clerk to the Building Inspector of the City of Sheffield Lake, Ohio, shall be established by Council.

(d) The part time Assistant/Clerk to the Building Inspector shall work no more than thirty-two hours in any week.

(e) The part time Assistant/Clerk to the Building Inspector shall attend Zoning Board of Appeals meetings at such time as he is directed to attend such meetings by the full-time Building Inspector.

(f) The part time Assistant/Clerk to the Building Inspector shall establish and maintain any records and other data as may from time to time be required of the part time Assistant/Clerk to the Building Inspector by the Building Department and/or the full-time Building Inspector and/or the Director of Public Service.

(g) The part time Assistant/Clerk to the Building Inspector shall, be under the supervision of the full-time Building Inspector and under the direction of the Director of Public Service, perform carryout duties and responsibilities as directed by the full-time Building Inspector and/or Director of Public Service, including but not limited to, the following:

(1) Monitoring the maintenance and condition of real property and real estate within the City.

(2) Monitoring the condition of vacant lots and lands within the City.

(3) Monitoring the condition of and/or demolition and/or repair of vacant structures within the City.

(4) The enforcement of sidewalk ordinances within the City.

(5) The enforcement of zoning laws and regulations within the City.

(6) The enforcement of the junk car ordinances of the City.

(7) Any and all other duties and responsibilities as may from time to time be assigned to the Assistant/Clerk to the Building Inspector by the full-time Building Inspector and/or Director of Public Service.

(Ord. 63-05. Passed 8-16-05.)

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