



POSITION DESCRIPTION

Position: Ordinance Enforcement Officer-Part-Time		Department: Community Development	
Reports to: Director of Community Development		FLSA Status: Non-Exempt	
Location: Civic Center	Division: Building Services	Pay Grade N/A	
Revised: June 27, 2017	Last Reviewed:	Union: N/A	Status (FT/PT/Temp): Part-time

GENERAL PURPOSE

Performs a variety of routine and complex technical work in the field of code enforcement to ensure that property owners, and/or tenants comply with the various City ordinances including weeds, housing, building, zoning, refuse, and pollution control, and any other related codes, ordinances, and standards.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official and the Director of Community Development.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Enforces compliance with various City ordinances including weeds, housing, building, zoning, refuse, and pollution control, and any other related codes, ordinances, and standards.

Conducts field inspections to identify junk automobiles, dangerous structures, refuse, noxious weed growth and other areas where violation may occur and advises property owners and/or tenants of the need for compliance with various city ordinances including, general, weeds, housing, building, zoning, refuse, and pollution control.

Upon notice of compliance or at end of time allowed for compliance the code enforcement officer makes final inspection to determine that the subject property is in conformity with code requirements.

Investigates alleged violations, issues violation notices, and issues appearance tickets when other city ordinances and other codes under the Community Development Department's jurisdiction are not

complied with and appears in court as needed to testify. Maintains adequate records and reports associated with the above duties.

Documents inspections using camera, measuring devices, etc., and other notes needed to prepare complete documentation for use in court action resulting from ordinance violations and other legal matters.

May appear in court to testify in cases involving department activities.

Prepares appropriate documentation for the administration of the weed cutting program.

Answers inquiries of homeowners and others concerning code requirements or problems.

Attends City Council, Zoning Board of Appeals, Environmental Review Board, or Planning Commission Meetings when requested.

Assists in office duties (including permit issuance) as necessary.

Delivers meeting packets to the boards and commissions supported by the Community Development Department.

Assists with writing stories for the Community Development Blog.

Conducts code enforcement on weekends when requested by the Director of Community Development.

Other duties as required.

PERIPHERAL DUTIES

Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to residents or interested parties.

REQUIRED MINIMUM QUALIFICATIONS

Education and experience:

- (A) Graduation from high school or GED equivalent, and possessing a valid Michigan Drivers Vehicle Operators or Chauffeurs License.

Possess at least one of the following qualifications:

1. Technical training in building construction or related field.
2. Two years of college in a related field (e.g. Building Construction, Engineering, Planning, etc.)
3. Have previous related enforcement experience within a building department, ordinance enforcement agency or other law enforcement agency.

- (B) Must possess good communication skills (i.e. telephone, written and verbal)

Necessary knowledge, skills, and abilities:

- (A) Thorough knowledge of City code, ordinances, and code enforcement procedures.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to work well with the public and ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

Demonstrated ability to perform tasks and operate equipment as stated herein.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; cellular telephone; and phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office and field settings. Outdoor work is required in the inspection of various land use developments, and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; job related tests, including physical and psychological testing, may be required, conditional offer of employment; post offer medical examination; drug screening and psychological exam; additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Community Development Director

Approval: _____
City Manager

Approval: _____
Employee