

Ordinance Enforcement Officer Job Description

Part-time/On Call with Monthly Stipend

Position Summary:

The Code Enforcement Officer is responsible for enforcing township ordinances and regulations to ensure the health, safety, and quality of life within the community. This role involves investigating complaints, documenting complaints, educating the public, and supporting the Zoning Administrator in ensuring compliance with zoning, property maintenance, nuisance, and other municipal codes.

Essential Duties and Responsibilities:

- Be on call to respond to complaints.
- Investigate complaints for ordinance violations.
- Maintain detailed records of inspections including photographs, investigations, communications, and follow-up actions.
- Respond to inquiries from residents, businesses, and township officials regarding ordinance requirements.
- Assist the Zoning Administrator to work with property owners and tenants to achieve voluntary compliance through education and cooperative resolution.
- Appear in court or township hearings as necessary to provide testimony or present evidence.
- Collaborate with other departments and agencies, including police, fire, building, and public works, on enforcement matters.
- Assist in reviewing and recommending updates to township ordinances as needed.

Qualifications:

- High school diploma or equivalent required; associate or bachelor's degree in criminal justice, public administration, planning, or a related field preferred.
- Previous experience in code enforcement, inspection, zoning, or municipal government is preferred.
- Certification in code enforcement (e.g., Michigan Association of Code Enforcement Officers - MACE) or willingness to obtain within 12 months.
- Strong knowledge of local government operations and general ordinances.
- Excellent verbal and written communication skills.
- Ability to interpret codes, ordinances, maps, and site plans.
- Ability to handle confrontational situations with professionalism and tact.

- Proficient in using computer software, including word processing and case management systems.
- Valid driver's license and a good driving record.

Work Schedule:

Typically, seven days a week; evening and weekend work is required for inspections.

Work Environment:

Indoor office and outdoor fieldwork in various weather conditions. Regular driving within township limits. Physical activity may include walking, bending, and occasional lifting of materials or equipment (up to 25 lbs).