

ORDINANCE ENFORCEMENT OFFICER
Position Description

POSITION: Ordinance Enforcement Officer

REPORTING TO: Director, Public Safety/Police Chief

UNION: AFSCME 1882, part-time

COMPENSATION: Hourly, non-exempt

DEFINITION:

This position is responsible for the following:

Supporting the residents, township ordinance, and building department functions to ensure all residents receive unbiased and equal enforcement of township ordinances, review township areas during assigned hours for violations of township ordinances, represent township at violators' hearings, and attend local magistrate and court hearings. Provides residents with a positive first impression on behalf of the township and department.

PRIMARY DUTIES:

This position will:

- Perform a variety of field and office work in support of the township's code enforcement policy; enforce compliance with township regulations and ordinances, including but not limited to those regarding zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern.
- Receive and respond to resident complaints and reports from other agencies and departments on alleged violations of township zoning and related municipal codes and ordinances.
- Conduct field investigations (walking and vehicular); inspect properties for violations; attempt to make contact at the residence or business to resolve violation; issue and post warning notices, notices of violations, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, and meetings; issue administrative and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the township; appear in court as necessary; testify at hearings and in court proceedings as required.
- Coordinate enforcement activities with the building department inspectors regarding unsafe building matters; maintain accurate documentation and case files on investigations, inspections, enforcement actions, and other job-related activities, including accurate and detailed information regarding code enforcement.
- Utilize body cameras for all investigations and official resident contacts.
- Prepare various reports, memos, and correspondence related to enforcement activities.
- Perform other special projects and tasks as requested by direct supervision.

REQUIRED KNOWLEDGE & SKILLS

The individual filling this position should possess the following:

- Excellent communication and interpersonal skills to deal effectively with residents, property owners, building contractors, and other visitors to the department.
- Knowledge of laws, regulations, ordinances and regulatory standards applicable to code enforcement work and responsibilities.
- Ability to coordinate work involving other township department representatives.
- May occasionally require dealing with irate residents/property owners regarding ordinance violations.
- Ability to independently organize and schedule assigned work to meet established deadlines in an environment where interruptions may be frequent.
- Ability to interpret, comprehend, and process detailed information; proficiency with a computer to update records, file and prepare correspondence.
- Discretion and good judgment in working with sensitive information and confidential resident matters
- Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; operating office equipment; operating a vehicle to travel to various locations; and verbal communication.
- Work is performed mostly in field settings, regularly required to stand, sit, walk; occasionally climb, stoop, crawl, kneel crouch.
- The employee must occasionally lift and/or move up to 75 pounds.

DESIRED EDUCATION & EXPERIENCE

The individual filling this position should possess the following:

- Completion of high school diploma and a minimum of two years relevant experience in planning and zoning, code enforcement, government relations, or any equivalent combination of education and experience.
- Proficiency with Microsoft applications (Word, Outlook, Excel, PowerPoint).
- Proficiency with BS&A applications.
- Valid driver's license required.