

CHARTER TOWNSHIP OF COMMERCE

Ordinance Officer – Part Time

JOB DESCRIPTION

General Summary

Under the direction of the Supervisor and Building Official, assists in general ordinance enforcement matters as directed. Enforce Charter Township of Commerce many local codes and ordinances to maintain the physical appearance of the township and protect the safety and health of the community.

Duties and Responsibilities:

- Receive assignments and conducts on-site inspections to determine compliance with applicable ordinances.
- Uses tools/or instruments as necessary to determine compliance with applicable ordinances by discussion with the resident, explaining corrections necessary and/or on-site meetings with resident as shall be determined to be necessary.
- Issues violations if necessary and performs such activities as directed by the Building Official/Supervisor/ Township Attorney to enforce corrections, if willing compliance cannot ultimately be obtained.
- Performs office activities as shall be necessary to accomplish duties in a professional manner, including but not limited to, telephone calls, letters, written reports, office consultations.
- Maintains integrity of work by taking responsibility and accountability for completion of work, customer interactions, and by maintaining punctuality and attendance at work.
- Deals effectively, courteously and productively with angry and upset residents.
- Person must testify in court cases as they arise

Required Skills:

- Knowledge of computers, such as windows based applications including word processing.
- Basic principles and practices used in the enforcement of a variety of laws, ordinances, and codes.

Qualifications

- Valid Michigan driver's license
- Work experience performing code enforcement duties

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be constructed as an exhaustive list of all job duties performed by personnel so classified.

Abilities

- Research, interpret, explain, and applicable codes, ordinances, and regulations related to health and safety issues.
- Communicate effectively both orally and in writing.
- Work cooperatively with other departments, outside agencies and the general public.
- Exercise sound independent judgement and discretion with established guidelines.
- Organize and set priorities: tactfully and effectively enforce applicable laws and regulations, including resolving conflicts and problems.
- Work independently in the absence of supervision.

Physical Requirements

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 30 pounds. On a continuous basis work in an office environment sitting at a desk for long periods of time; travel from job site to job site sitting in vehicle; bend, squat, climb, kneel and twist while performing field work; may be exposed to dust, noise, machinery, moving objects and other vehicles while performing field work; may work on uneven or slippery surfaces; and may intermittently perform field work while exposed to various types of weather including extreme heat during summer months and cold temperatures during the winter months.

The Charter Township of Commerce values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.