

## Job Description

**TITLE:** Code Enforcement Officer

**REPORTS TO:** Community Development Director

**FLSA Status:** Part-time, hourly, non-exempt

**Union Status:** Non-union

### **GENERAL SUMMARY:**

At the direction of the Community Development Director, the Code Enforcement Officer (Officer) shall function as an extension of the Community Development Department. The Officer shall be responsible for overseeing code enforcement for residential and commercial properties within the city, including annexed areas. The Officer will perform a variety of routine and technical work in the field of code enforcement to ensure compliance with the city's property maintenance code including weeds, inoperable vehicles, and junk/blight; and all other applicable codes and ordinances. The Officer shall be available and responsible for the performance of the following services.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Proactively conduct field inspections throughout the city to ensure compliance with City ordinances including, but not limited to, inspections of building and property maintenance, commercial site compliance, and potential blight concerns or junk vehicles.
2. Issue violation notices when necessary.
3. Prepare necessary documentation of inspections and property conditions found, including using camera, measuring devices, etc and other notes to prepare documentation for enforcement action, including court action resulting from ordinance violations and other legal matters.
4. Enter inspection and other information into the city software program.
5. Provide inspection reports and other requested information to the Community Development Director on a regular basis.
6. Provide inspection reports or other code enforcement related information to the City Manager upon request.
7. Work with residents, property owners, and commercial tenants to resolve issues and to bring properties into compliance with city codes.
8. Issue citations for non-compliance of any and all applicable codes and ordinances.
9. Appear in court on behalf of the city for applicable citations or other related matters.
10. Answers questions and provides information to residents, tenants, property management companies, and property owners regarding city codes and ordinances, assistance programs, and other pertinent information.
11. Performs inspections applying zoning, property maintenance, and other applicable Codes. Seeks compliance where standards are not met including recommending corrections, issuing violation notices and testifying in court when necessary.
12. Prepares inspection reports and correspondence; maintains related records.
13. Receiving and investigating complaints, and issuing violation notices when necessary.
14. Assists Rental Inspector in completing his/her duties, including issuance of Certificates of Compliance for rental properties as necessary.

15. Additional duties as directed and described by the Community Development Director or City Manager.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Maintains current knowledge of property maintenance codes, building codes, city codes and ordinances, and other related regulations.
2. Performs other duties as assigned.

**MINIMUM REQUIREMENTS:**

1. High school diploma or GED equivalent.
2. Valid Driver's license in the State of Michigan and good driving record.
3. Basic knowledge of State and local laws, ordinances and regulations relating to assigned activities.
4. Basic understanding of construction or rehabilitation practices and procedures.
5. Basic knowledge of typical office equipment and software; prior knowledge of BSA software preferred.
6. One or more of the following:
  - a. Technical course work related to the building trades (e.g., electrical wiring, plumbing, carpentry, etc).
  - b. Two years of related work experience in the building trades, inspection, construction, code enforcement, law enforcement, property management, real estate services, or similar field.
  - c. Two years of college in related field (e.g. Building construction, planning, engineering, etc).
  - d. Combination of education/training and prior work experience in related fields.
7. Certified as a Building Inspector (preferred).

**SKILLS REQUIRED:**

1. Ability to read and understand codes, ordinances and regulations.
2. Analytical ability to apply knowledge of codes, ordinances and regulations to specific situations.
3. Interpersonal and communications skills necessary to handle complex situations and establish/maintain working relationships with building owners, contractors, and the public.
4. Demonstrated temperament and ability to de-escalate conflicts and mediate negative interactions.
5. Effectively communicate in oral and written form.
6. Ability to access residential and commercial properties including non-barrier free locations on a daily basis.
7. Ability to independently prioritize and coordinate work activities.
8. Physical stamina necessary to inspect buildings including walking or standing for long periods of time, including climbing stairs and ladders.