

COMSTOCK TOWNSHIP

Position Title: Ordinance Enforcement Officer

GENERAL SUMMARY: Under the direction of the Township Superintendent, the Full-Time position is responsible for the enforcement of Township's ordinances. The major focus of the position is to promote and protect the health, safety and welfare of Comstock Township residents, businesses, and visitors. The Ordinance officer proactively investigates code infractions while conducting field inspections and/or responding to citizen complaints. Investigation of Ordinance violations include ordinance education and request for compliance, issuing municipal ordinance violation notices, serving appearance tickets and municipal civil infraction citations and appearance in court or other judicial or quasi-judicial proceedings to assist in the prosecution of Ordinance violators and any other ordinance enforcing duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinates the enforcement of Township ordinances in a fair and consistent manner; seeks voluntary compliance whenever possible. Testifies in court, as required.
2. Appropriately responds to complaints, requests, and issues in a timely and professional manner. Tracks/monitors violations and takes all necessary reasonable measures to obtain compliance.
3. Conducts on-site inspections and investigates complaints and alleged violations. Maintains accurate records of violations including dated photographs or other evidence.
4. Prepares reports describing and documenting ordinance violation so citations can be prepared. Advises citizens of necessary corrective measures.
5. Completes written reports including time sheets, and complaint logs. Submits a monthly reports.
6. Maintains records and office space in a professional manner; including, but not limited to, any reports and correspondence received.
7. Interacts on a daily basis via telephone, personally, and email, with Township residents, business owners and/or other Township personnel.
8. Is accessible to the public with established hours at the Township Office. Subject to work related calls after hours, and weekends as needed.
9. Serves as the Commissioner of noxious weeds.
10. Accepts other responsibilities, as applicable.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from an accredited high school or equivalent possession of an appropriate equivalency diploma,

One (1) year of experience that involved the review and enforcement of building plans, ordinances, and municipal codes.

OR: Any equivalent combination of experience and training indicating ability to perform the duties of the job.

1. Possess a deductive, logical decision-making process in interpreting legal documents.
2. Demonstrate good organizational skills, efficiently manage time and organize records.
3. Able to work independently and prioritize and schedule workload appropriately.

4. Establish and maintain effective relationships with the public, elected officials, and contractors as a firm, yet courteous and tactful officer who displays good judgment.
5. Prefer prior training and/or experience in record and data management.
6. Possession of a valid Michigan Vehicle Operator's license and safe driving record.
7. Proficiency and knowledge in the use and application MS Word and data bases.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to acquire and maintain extensive knowledge of Township ordinances.
2. Develop a proficiency to detect and enforce ordinances firmly, tactfully and impartially.
3. Aptitude to understand, follow and convey complex oral and written information.
4. Capacity to communicate and listen effectively. Proficient public speaking skills.
5. Ability to write clear and concise reports and to maintain routine records in an orderly fashion.
6. Capability to independently plan, organize, and schedule work; ability to concentrate and pay close attention to details.

PHYSICAL REQUIREMENTS:

1. Excellent hand and eye coordination.
2. Ability to lift up to 50 pounds and to perform manual labor with agility to climb in and out of vehicles, walk distances and hills, post signs, move files and boxes, etc.
3. Ability to work in extreme weather conditions and endure lengthy periods operating vehicles. Work is performed in both indoor and outdoor settings. Applicants will be required to navigate around construction and other types of debris, be exposed to irregular footing, and work on irregular surfaces or at heights above the ground. This often requires bending, twisting, and climbing. There is moderate exposure to disagreeable elements such as dust, fumes, noise, dampness, cold, and/or heat. There may exposure to health and occupational hazards.
4. Maintain physical condition to comply with State and Federal requirements to be licensed and safely operate Township vehicles.
5. Ability to remain in sedentary (sitting) position for long periods of time for paperwork, data entry, etc.

All of the statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements for the position.

Charter Township of Comstock is seeking qualified applicants for the position of Assistant Ordinance Officer. Send resumes to: The Charter Township of Comstock, P.O. Box 449, Comstock, MI 49041 or email to Superintendent@comstockmi.gov.

Application deadline: _____ at 5 pm. Applications received after that date will not be considered.

Charter Township of Comstock is an Equal Opportunity Employer.