

### **CODE ENFORCEMENT OFFICER (PART TIME)**

Basic Function: To assist the Community Development Department with the inspection, administration, and enforcement of the Zoning Ordinance, the Property and Housing Maintenance Ordinance, and related laws, regulations, rules, and ordinances.

Supervision Received: Inspection work is performed under the direction and supervision of the Community Development Director or Assistant Planner/Zoning Administrator.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Assist with the inspection and administration of local ordinances, state codes, and related laws and rules.
  - a. Conduct rental dwelling and property inspections to ensure compliance with local Zoning Ordinance and the Property and Housing Maintenance Ordinance.
  - b. Conduct field inspections to investigate complaints and ensure compliance with local ordinances, state codes, and related laws and rules.
  - c. Prepare and maintain records of inspections and related correspondence.
  - d. Enter data using specialized computer software to document inspections.
  - e. Assist the general public with information regarding the Zoning Ordinance and Property and Housing Maintenance Ordinance.
2. Assist with the administration of departmental operations.
  - a. Research, report, and advise administration on matters relating to the Zoning Ordinance and Property and Housing Maintenance Ordinance.
  - b. Prepare and maintain records, files, and correspondence.
  - c. Attend meetings as requested.
  - d. Work cooperatively in conjunction with those in the Department overseeing Zoning, Building, Electrical, Mechanical, and Plumbing permits.
3. Participate in Department activities, training, and perform related work as required.

Desirable Qualifications for Employment: An employee of this class, upon appointment, should have the equivalent of the following knowledge, training, and experience.

1. Interpersonal skills necessary to effectively communicate and maintain effective working relationships with other employees, citizens, landlords, and other persons.
2. Ability to communicate and present information effectively, both orally and in writing.
3. Ability to read, interpret, and maintain knowledge of applicable building codes, local zoning ordinances, and housing codes, including the practices used to administer them.
4. Ability to inspect buildings, structures, and properties to accurately determine adherence to applicable codes.
5. Ability to plan, organize, schedule, and complete work assignments with accuracy and on a timely basis.

6. Ability to maintain accurate, complete, and organized records and prepare reports.
7. Functional knowledge of Microsoft Windows software and BS&A Permit System.
8. Ability to sit at a desk for extended periods of time.
9. Ability to perform field inspections outside in all types of temperatures and weather conditions and on rough terrain. Performing inspections requires walking, climbing, bending, reaching, etc.; occasionally requires lifting office supplies and other materials weighing a minimum of 20 pounds.
10. A valid Michigan driver's license is required to meet travel requirements.
11. Required education and training includes a high school diploma or equivalent.