

CHARTER TOWNSHIP OF WHITE LAKE

Job Description

ORDINANCE OFFICER
Department: Community Development Department

Non-Exempt
Amended 11/08/2023

General Summary:

Under the supervision of the Community Development Director, receives and investigates complaints and enforces the zoning ordinance, property maintenance code, and other applicable general ordinances. Works with the Township staff the Township Attorney to resolve violations.

Primary Responsibilities:

1. Receives complaints regarding violations of Township ordinances. Interacts with and advises Neighborhood Associations and citizens regarding related code enforcement issues.
2. Uses judgment to recognize and solve problems as they apply to related Township ordinances.
3. Researches, investigates, writes, and submits reports dealing with code enforcement problems.
4. Responds to complaints in a timely and efficient manner.
5. Conducts on-site inspections to determine the validity of complaints and the extent of violations.
6. Generates and serves notices of violation to violators.
7. Conducts re-inspections of violation sites to ensure that all violations have been corrected.
8. Prepares and issues court citations and reports for formal presentation in court, and assists the Township Attorney in obtaining resolution of code/ordinance violation.
9. Strong organizational skills and ability to document and track inspections, complaints, and violations.
10. Communicates ongoing issues to department head. Works independently, and with others, with minimum supervision.
11. Performs other duties as assigned by department head.

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Education and Qualifications:

1. Must have a high school diploma or equivalency.
2. Previous ordinance enforcement or law enforcement experience preferred.

Other Requirements:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Proficient in MS Office, Excel, and MS Word as well as all other Township essential computer programs.
- Must be able to communicate with residents and property owners verbally and through written correspondence.
- Ability to handle stressful situations and effectively deal with difficult or angry individuals on a daily basis.
- Must be able to lift and/or move up to 30 lbs.
- Works outdoors in all types of weather for extended periods. Working environment may be dry/dusty, slippery/wet, hot/cold. Ground may be uneven with hidden debris, high weeds, or other obstructions.
- May have to contend with unleashed pets.
- Performs work of a repetitive nature and varied workload pace.
- Must have a valid driver's license and be able to operate Township vehicles as needed.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk, sit, climb or balance; stoop, kneel, crouch or crawl and smell.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and /or move up to 35 pounds. Specific vision abilities required by this job include close

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vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee exposed to wet and slippery surfaces, humid conditions, extreme heat and cold.
- An employee in this position must have the strength, stamina, manual dexterity and physical coordination to access various outdoor work sites, perform duties and maneuver over rough and around rough terrain at building sites under construction.
- Must have a valid driver's license and be able to operate Township vehicles as needed.

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