

Park Township Job Description

Job Title: Code Enforcement Officer

Department: Code Compliance

Reports To: Township Manager

Summary: Under direction of the Township Manager, this is a sworn enforcement position upholding property maintenance and blight issues in accordance with local ordinances. Work includes inspecting, citing and abating nuisances, blight, and general ordinance violations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Investigates complaints and enforces various ordinances (such as zoning, blight, trash and refuse, sign violations, etc.) and issues warning letters and or civil infraction notices as needed.
2. Conducts site and compliance inspections.
3. Explains and provides guidance regarding applicable codes and ordinances to residents, property owners, the general public and Township officials. Provides assistance, responds to requests, and resolves complaints.
4. Assists in preparing and maintaining records and reports.
5. Prepares meeting agendas, maps, charts, graphs, and various technical and compliance reports, and attends meetings as requested and assigned.
6. Assist Township FOIA Officer with preparing responses to requests for FOIA information.
7. Coordinates with Township attorney, via the Township Manager, the Ottawa County Sheriff and other agencies as necessary.
8. Conducts research, gathers and assembles data, and drafts reports for specialized studies.
9. Maintains cooperative relationships with peer agencies and other governmental units.
10. Performs related work as required.
11. Position may be required to work some weekends as necessary.

Compensation and Hours: This position will be part time, with the expectation of 8 to 10 hours per week; as needed. Hours are expected to be greater in the summer as opposed to the winter months. Hours and days of work are highly flexible. The Township will provide mileage reimbursement.

\$18.00 to \$25.00 per hour, depending on qualifications.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical

- Synthesizes complex or diverse information;
- Collects and researches data;
- Uses intuition and experience to complement data.

Planning and Organization

- Independently plans, organizes, and schedules work;

- Pays close attention to details.

Interpersonal Skills—Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with property owners, the public, other professional contacts, and Township officials.

- Focuses on solving conflict, not blaming;
- Listens to others without interrupting;
- Keeps emotions under control;
- Remains open to others' ideas and tries new things.

Oral Communication

- Listens and gets clarification;
- Responds well to questions.

Written Communication

- Able to read and interpret written information.

Judgment

- Displays willingness to make decisions;
- Exhibits sound and accurate judgment;
- Includes appropriate people in decision-making process;
- Makes timely decisions.

Professionalism

- Approaches others in a tactful manner;
- Reacts well under pressure;
- Treats others with respect and consideration regardless of their status or position;
- Accepts responsibility for own actions;
- Follows through on commitments.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Appropriate education and/or experience, or a combination thereof, to provide for competence for completing the Essential Duties and Responsibilities.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Mathematical Skills:

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to interpret guidelines and ordinances.

Computer Skills: Use of Microsoft Office and the Internet is required on a regular basis. Skill in navigating, updating, modifying and adding records to a database, and downloading digital photos to computers for record keeping purposes.

Other Qualifications:

Valid Michigan driver's license and ability to travel regularly throughout Township.

Thorough knowledge of the principles, practices and techniques municipal code compliance and enforcement issues including but not limited to on-site inspections.

Skill in the use of a digital camera for documentation purposes will be required on a regular basis.

Physical Demands and Work Environment: The physical demands and work environment 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 talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of moderate to heavy weight.

While performing the duties of this job, the employee works in both a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate or potentially loud in field situations.

Submit cover letter and resume to:

Park Township Manager Howard Fink
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Holland, MI 49424.
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