ORDINANCE ENFORCEMENT OFFICER
JOB DESCRIPTION

TITLE: Ordinance Enforcement Officer

REPORTS TO: Township Supervisor

EMPLOYMENT STATUS: Full-Time Exempt

Pay Scale: $20.00 to $30.00 an hour

POSITION SUMMARY:

The Ordinance Enforcement Officer shall be responsible for identifying and investigating complaints of violations of the Township's ordinances. While this position is under the supervision of the Township Supervisor, the Ordinance Enforcement Officer must be able to work independently and be able to meet certain deadlines. The Ordinance Enforcement Officer must possess excellent communication skills with Township personnel, the general public, and be able to attend and testify at formal, legal enforcement proceedings.

The position is full-time. The rate of pay shall be set by the Township Board of Trustees.

DUTIES: (May include but are not limited to the following)

1. Must become thoroughly familiar with the Township's ordinances.
2. Investigate violations of the Township's ordinances.
3. Engage with property owners, complainants, and others to ensure compliance with the Township's ordinances.
4. Initiate enforcement actions and work with Township personnel, including the Township Attorney, to enforce the Township's ordinances.
5. Attend court hearings as necessary in formal enforcement actions.
6. May includes nights and weekends

EDUCATION, CERTIFICATIONS, AND LICENSES:

1. High School Diploma or G.E.D.
2. Valid driver's license.
3. Zoning Administrator certification/ or willing to get training

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES:

1. Basic computer skills and knowledge in use of word processing and computer operating systems.
2. Ability to communicate with people, both orally and in writing, in stressful situations and use deescalation techniques.
3. Ability to apply sound judgment in solving problems, make effective decisions, and act with integrity.
4. Must possess good organizational skills, be able to prioritize and schedule workload appropriately, and be able to work independently with little supervision.
5. Be able to perform other tasks assigned by the Township Supervisor.

WORKING CONDITIONS/PHYSICAL DEMANDS

1. Sitting at a desk to operate computers, review documents, and meet with the public.
2. Work frequently in an outdoor environment with exposure to weather-related heat, cold, rain, wind, and related elements.
3. May be required to climb, balance, reach, sit, stand, stoop, kneel, or crouch.
4. Prolonged walking over uneven terrain, on stairs, hand grip to pull oneself over obstacles in order to conduct site inspections.
5. Regularly travel to locations through the Township.

CONDITIONS OF EMPLOYMENT:

Appointment to this position is contingent upon a satisfactory background check which may include, but is not limited to, confirmation of applicant's identity, review of criminal record, verification of licensure and/or education, review of driving record, physical and drug and/or alcohol testing as required and allowable by law.