

## **Raisin Charter Township Ordinance Enforcement Officer Job Description**

**TITLE:** Ordinance Enforcement Officer

**REPORTS TO:** Township Supervisor

**EMPLOYMENT STATUS:** Part Time

### **POSITION SUMMARY**

Under the supervision of the Township Supervisor, conducts on-site inspections throughout the Township to determine compliance with state and local codes, ordinances, and standards pertaining to health, welfare, and safety. Investigates potential violations, follows established procedures for achieving abatement and compliance where warranted, maintains related records, and performs other related duties.

This position is a part-time position of less than 30 hours per week.

### **PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

Investigate and enforce township ordinances.

Notify responsible parties of code issues in person, in writing, by phone, and electronically.

Respond to and investigate allegations of ordinance violations to determine the validity of complaints and the appropriate course of action to mitigate, and or, to bring into compliance the issues.

### **EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

High school diploma or G.E.D.

Related education and training may substitute for experience if there is demonstrated knowledge, ability and skills to perform the work.

### **CERTIFICATIONS, LICENSES** (minimum requirements)

Valid driver's license

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands and finger, handle, or feel.

Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.

Will be required to use appropriate personal protective equipment (PPE) according to current safety standards and practices.

#### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

Basic knowledge of English grammar, spelling, and punctuation.

Basic computer skills.

The ability to work with people in stressful situations.

Ability to act quickly in emergency.

Ability to use basic and advanced arithmetic computations.

Basic working knowledge of the township's ordinances

Ability to apply sound judgment in solving problems, make effective decisions, and act with integrity.

Ability to consistently demonstrate sound ethics and judgment.

Ability to use Township resources effectively and efficiently.

#### **CONDITIONS OF EMPLOYMENT**

Appointment to this position is contingent on a satisfactory background check which may include but is not limited to: confirmation of applicant's identity; review of criminal conviction records; verification of licensure and or education, review of Department of Motor Vehicles records, physical and drug or alcohol testing as required and allowable by law.

10/4/21