

Charter Township of Ypsilanti

Ordinance Enforcement Officer

Summary

The employee assigned to this position performs responsible municipal code enforcement work in a coordinated manner to determine compliance with state and local codes, ordinances, and standards pertaining to health, welfare, and safety. The employee will assist with general ordinance enforcement activities and will enforce provisions of the property maintenance ordinance and code and zoning ordinance in conjunction with the rental housing and vacant structure inspection programs, as well as other regulatory licensing ordinances.

Supervision Received

Ordinance Department staff shall be under the direction of the Community Compliance Director with work monitored through its progress and final reports. Fieldwork is performed with considerable independence under the guidance of the Ordinance Enforcement Administrator.

Responsibilities and Essential Duties

An employee in this position maybe called upon to do any or all of the following essential duties: (These examples do not include all of the duties the employee maybe expected to perform).

1. Investigate alleged violations of municipal ordinances and conduct inspections to verify code compliance. Make routine observation of the Township to insure that ordinances are followed.
2. Conduct property maintenance ordinance inspections of rental housing properties and vacant structures to determine conformity with applicable codes and ordinances related to the rental housing inspection program.
3. Perform follow-up functions, including re-inspections, logging of complaints/activities, monitoring the status or citations, and notifying involved parties of status.
4. Assist the Planning Department by responding to complaints regarding potential Zoning and Code infractions.
5. Document the facts and procedures of code violation incidents, using standardized written reports of findings and photographs when appropriate. Prepares summary reports of activities as requested.

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6. Conducts enforcement activities in a fair and consistent manner. Interviews parties to a complaint or violation, and otherwise investigates complaints in a comprehensive and unbiased manner. Seeks voluntary compliance, where possible.
7. Assists in preparing cases for court proceedings. Prepares documentation for the Township's legal counsel and testifies concerning specifics of particular cases. Perform related work assignments as required.

Essential Functions, Qualifications and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Considerable knowledge of and the ability to research, read, interpret and enforce municipal ordinances.
- Knowledge of the streets and addresses located within the Township.
- Ability to prepare and maintain accurate reports and records.
- Ability to document, review, analyze, and communicate, verbally and in writing, pertinent information regarding code enforcement.
- Ability to work independently and manage daily schedule to meet work assignment expectations.
- Ability to maintain tact and diplomacy in dealing with the public.
- Interpersonal skills to establish and maintain effective working relations with supervisor, coworkers and the public.
- Initiative and resourcefulness in handling problem situations.
- Knowledge in utilization of Microsoft Office Suite, i.e. Word, Excel and BS&A software preferred.
- Physical ability to traverse uneven surfaces, perform visual inspection, hear and speak clearly.
- Graduation from an accredited high school or equivalent.
- Must possess and maintain a valid driver's license with a good driving record.