

Charter Township of Ypsilanti

Ordinance/Rental Enforcement Officer

TPOAM #2 Union – Non-Exempt

Summary

The employee assigned to this position performs responsible municipal code enforcement work and rental inspections 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 International Property Maintenance Code (IPMC) 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 ensure that ordinances are followed.
2. Conduct property maintenance code 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, documenting complaints/activities, monitoring the status 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.
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.

Ordinance/Rental Enforcement Assistant (Page #2)

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 and International Property Maintenance Code (IPMC).
- Knowledge of the streets and addresses located within the Township preferred but not required.
- 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 and rental inspections.
- Excellent customer service skills with the ability to communicate well in-person, in writing and via telephone.
- Ability to work independently and manage daily schedule to meet work assignment expectations.
- Ability to maintain tact and diplomacy in dealing with the public and to represent the Township in a positive manner.
- Interpersonal skills to establish and maintain effective working relations with supervisors, coworkers, and the public.
- Initiative and resourcefulness in handling problem situations.
- Working knowledge of Microsoft Office Suite and BS&A software preferred.
- Physical ability to traverse uneven surfaces, perform visual inspections, operate a motor vehicle, repetitively maneuver in/out of a motor vehicle on a daily basis, post notices on buildings and in the ground, and speak clearly.
- Willingness to enter houses and commercial buildings containing blighted conditions using appropriate protective gear when necessary.
- Graduation from an accredited high school or equivalent is required.
- Municipal code enforcement experience is preferred but not required.
- Must possess and maintain a valid driver's license with a good driving record.
- Possession of MSU Extension Citizen Planner Certification or must obtain within six (6) months of employment.
- Must successfully pass ICC - #64 Property Maintenance & Housing Inspector training within one (1) year of employment.