

**City of Perry
Job Description**

**Ordinance Enforcement Officer
(Part-Time)**

Appointed By: Mayor, with City Council approval; serves at the pleasure of City Council

Supervised By: Mayor & City Council

Coordinates Activities with: Chief of Police

City of Perry Population: 2100

Salary: \$20.00 per hour, maximum of 8 hrs per week

General Summary:

Ordinance Enforcement Officer conducts on-site inspections throughout the City to determine compliance with the City's zoning and codified ordinances. Ordinance Enforcement Officer investigates potential violations, follows established procedures for achieving abatement and compliance where warranted, maintains related records, and performs other related duties.

Essential Job Functions:

An administrator in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the administrator may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides proactive enforcement and responds to complaints of property maintenance code violations including blight, garbage/refuse, weeds/grass, signage, zoning, and other applicable ordinances.
2. Conducts on-site inspections of properties to determine conformity with applicable codes and ordinances.
3. Enforces a variety of ordinances by conferring with property owners, issuing warnings, violations and correction notices, and following established methods of progressive action.
4. 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.
5. Documents the facts and procedures of ordinance violation incidents, using standardized written reports of findings and photographs when appropriate. Prepares summary reports of activities as requested, and completes other administrative requirements as necessary.
6. Performs follow-up functions, including re-inspections, logging of complaints/activities, monitoring the status of citations, and notifying involved parties of status.

7. Explains, interprets and provides guidance regarding property maintenance ordinances, permit processes, and related functions to the public, property owners, and municipal officials.
8. Assists in preparing cases for court proceedings. Prepares documentation for the City's legal counsel and testifies concerning specifics of particular cases.
9. Shares relevant information with other departments, coordinating activity when appropriate.
10. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The list below is representative of the knowledge, skills, abilities and qualifications preferred to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- A high school diploma or the equivalent.
- Two or more year's experience in ordinance enforcement.
- A State of Michigan Vehicle Operator's License.
- Must be able to successfully pass a background investigation.
- Thorough knowledge and understanding of locally-adopted ordinances, and of the principles and practices of ordinance enforcement and site inspections.
- Familiarity with the legal system and liability issues as they relate to ordinance enforcement.
- Skill in interpreting, applying and enforcing related ordinances.
- Skill in using standard office equipment, computer, measuring tools, and camera.
- Ability to document, review, analyze, and communicate, verbally and in writing, pertinent information regarding ordinance enforcement.
- Ability to read and understand site plans.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with property owners, the public, other professional contacts, and municipal officials.

- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changing work priorities.
- Ability to work efficiently with limited supervision.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters, and responses to requests for information.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an administrator encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is regularly required to talk, hear and view sites or documentation. The individual frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The individual is occasionally required to stoop, kneel, crouch, or crawl. The individual must frequently lift and/or move items of light to moderate weights.

The employee may frequently work in a business office setting and regularly work outdoors. The individual is frequently exposed to outside weather conditions.