



**EMPLOYMENT OPPORTUNITY
CODE ENFORCEMENT OFFICER
PART-TIME**

APPLICATIONS ARE AVAILABLE ON-LINE AT: www.lansingtownship.org

Position Title: Code Enforcement Officer

Department: Code Enforcement

Position Type: Part-Time

Supervised by: Township Code Official

Position Summary:

Under the supervision of the Township Code Official 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.

Essential Job Functions:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee 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 codes and 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 code 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 codes, 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 Township'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.

11. Ability to pass within two (2) years and retain certification through the International Code Council (ICC) for:
 - a. International Property Maintenance and Housing Inspector
 - b. Zoning Inspector
 - c. AACE/ICC Certified Code Enforcement Officer

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary 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.

Requirements include the following:

- A high school diploma or the equivalent.
- Two or more years experience in code enforcement, inspections or building trades or equivalent.
- A State of Michigan Vehicle Operator's License.
- Thorough knowledge and understanding of locally adopted ordinances, and of the principles and practices of code enforcement and site inspections.
- Knowledge of the legal system and liability issues as they relate to code enforcement.
- Skill in interpreting, applying and enforcing related codes and 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 code enforcement.
- Ability to read and understand site plans, blueprints, sketches and drawings.
- 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.

The requirements listed below are representative of the knowledge, skills, abilities and preferred qualifications the Township believes necessary to perform the essential functions of the position.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee 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 employee is regularly required to talk, hear and view sites or documentation. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights.

While performing the duties of this job, the employee frequently works in a business office setting and regularly works outdoors. The employee is frequently exposed to outside weather conditions.