

VILLAGE OF OXFORD

ORDINANCE CODE OFFICER JOB DESCRIPTION



Job Title	Ordinance Code Enforcement Officer
Salary Range	\$14 - \$17 per hour; no fringe benefits
Expected Hours	Part-Time 10 - 15 hours per week
Supervised By:	Village Manager
Supervises:	None
General Summary	Under the supervision of the Village Manager, this person will perform a variety of routine and complex technical work in the field of code enforcement to ensure that property owners, and/or tenants comply with the various Village ordinances including: weeds, housing, building, zoning, refuse, and pollution control, and any other related codes, ordinances, and standards. Investigates potential violations, follows established procedures for achieving abatement and compliance where warranted, maintains related records, and performs other related duties.
How to Apply	Please submit: Resume, Cover Letter, and Reference List Mail or deliver to: ATTN: Joseph Madore – Oxford Village Manager 22 W. Burdick Oxford, MI 48371 OR via e-mail to: Manager@thevillageofoxford.org Subject Line: <u>Applicant Name</u> - Ordinance Code Enforcement

DUTIES AND RESPONSIBILITIES:

- Provides proactive enforcement and responds to complaints of property maintenance code violations including blight, garbage/refuse, weeds/grass, signage, zoning, and other applicable ordinances.
- Conducts on-site inspections of properties to determine conformity with applicable codes and ordinances.
- 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.
- 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.

- 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.
- Performs follow-up functions, including re-inspections, logging of complaints/activities, monitoring the status of citations, and notifying involved parties of status.
- Explains, interprets and provides guidance regarding property maintenance codes, permit processes, and related functions to the public, property owners, and municipal officials.
- Assists in preparing cases for court proceedings. Prepares documentation for the Village's legal counsel and testifies concerning specifics of particular cases.
- Shares relevant information with other departments, coordinating activity when appropriate.
- Performs related work as required.

REQUIRED 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.

- Graduation from high school or GED equivalent. Associates Degree or more preferred.
- A State of Michigan Vehicle Operator's License.
- Must be able to successfully pass a background investigation.
- Have at least one year of previous related enforcement experience within a building department, ordinance enforcement agency or other law enforcement agency.
- Experience in zoning and land use regulations, the construction industry, and of the principles and practices of code enforcement and site inspections.
- Knowledge of municipal government procedures.
- 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. Experience with Microsoft Word, Excel, and Outlook.
- Ability to document, review, analyze, and communicate, verbally and in writing, pertinent information regarding code 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 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. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.