

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Ordinance Officer Part Time
Job Code	
FLSA Status	Non-Exempt
Pay Grade	108

GENERAL SUMMARY

Responsible for the fair and equitable enforcement of all Township codes, ordinances and regulations by performing field inspections and investigating alleged violations and complaints through the collection of data, initiating corrective actions, maintaining records, preparing reports, issuing citations, and appearing in court as required.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs site inspections, including all subsequent follow up visits to ensure compliance.
- Enters field notes and observations in tracking software.
- Composes letters and notices identifying violations and steps for compliance. Prepares for and attends court (District and Circuit as required).
- Provides customer service to constituents over the phone, by email, and in the field.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High School diploma or G.E.D. equivalency
- 1 to 3 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

None.

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Zoning and general ordinances, building codes, and regulations in the Township
- English grammar, spelling, punctuation, and proper phone etiquette
- Modern office procedures, methods and computer equipment
- Relevant Bloomfield Township policies and procedures

Skill in:

- Use of relevant computer software as necessary

Ability to:

- Maintain detailed and accurate notes and records
- Pay close attention to detail
- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate			X
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		

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Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)		X	

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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