

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

CODE ENFORCEMENT OFFICER

Supervised by: Planning Director
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Planning Director, 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 of the following essential functions. These examples do not include all of 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. Enforces the Township Zoning Ordinance and portions of the Township Code including regulations on Property Maintenance, Soil Erosion and Sedimentation, Blight, Noise, Wetlands Protection, and Dumping and Litter by conferring with property owners, issuing warnings, violations and correction notices, and following established methods of progressive action.
2. Responds to complaints regarding potential Zoning and Code infractions.
3. Conducts on-site inspections of properties to determine conformity with applicable codes and ordinances.
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 applicable requirements of the Zoning Ordinance and Township Code, permit processes and related functions to the public, property owners, construction firms, 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. Keeps abreast of professional developments, legal issues and other current events through continued education and professional growth. Attends conferences, workshops and seminars as appropriate.
10. Shares relevant information with other departments, coordinating activity when appropriate.
11. Performs related work as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or the equivalent.
- Two or more years experience related to inspection, building inspection, land use, public administration, law enforcement or a related field.
- A State of Michigan Vehicle Operator's License. Must possess and maintain a valid driver's license with a good driving record.
- Certification by the Michigan Association of Code Enforcement Officers is desirable.
- Willingness to become State of Michigan certified under Part 91 – Soil Erosion Sedimentation Control.
- Considerable knowledge of and the ability to research, read, interpret and implement municipal code.
- Thorough knowledge and understanding of locally-adopted property maintenance codes and 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.
- Skill in establishing and maintaining effective working relationships with supervisor, co-workers and the public.
- Ability to maintain tact and diplomacy in dealing with the public.
- Ability to document, review, analyze, and communicate, verbally and in writing, pertinent information regarding code enforcement.

- Ability to perform visual reviews and inspections of property sites.
- Ability to perform, read and understand site plans.
- Ability to critically assess situations, solve problems, and work effectively within deadlines and changing work priorities.
- Ability to work independently and efficiently with limited supervision.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.

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 frequently is required to traverse rough terrain. The employee is frequently exposed to outside weather conditions and occasionally works near moving mechanical parts and/or machinery. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually quiet in the office and may become loud in field situations.