



## Charter Township of Waterford

### Job Description

### Code Enforcement Officer

**Department:** Development Services  
**Supervised By:** Department Head or designee  
**Supervises:** No Supervisory Responsibility  
**Bargaining Unit:** Teamsters  
**FLSA:** Non-Exempt

#### **General Summary**

Under the supervision of the Department Head and/or designee performs a variety of tasks associated with enforcing the Township's Codes and Ordinances. Responsible for investigating citizen complaints and the fair and equitable enforcement of zoning, signs, anti-blight and litter ordinances, junk vehicle ordinance, and other nuisance type codes; collects data, initiates corrective actions, maintains records, issues tickets, and appears in court when necessary.

#### **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following 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 Township Codes and Ordinances involving zoning, site plans, junk vehicles, noxious weeds, signs, recreational vehicles, fencing, swimming pools, etc.
2. Processes Township Code and Ordinance violation complaints; performs field investigations, and issues violation notices and tickets when required.
3. Maintains accurate records of daily activities.
4. Conducts detailed research, initiates investigative procedures, and prepare evidence and reports for formal presentation in court when needed. Testifies in court regarding citations issued in accordance with Township Codes and Ordinances.
5. Assists with the design and implementation of code compliance programs, including complaint and follow-up procedures.
6. Performs a variety of office tasks such as computer data input, basic word processing, providing customer service at the counter, electronic filing and organizing.
7. Establishes and maintains effective cooperative relationships with representatives of business and industry, community organizations, public officials, other Township employees, and the general public to establish better understanding and compliance with the Township Codes and Ordinances.
8. Other duties 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.

- Must be a high school graduate or equivalent.
- Must possess a minimum of two years Full-time code enforcement experience or Law Enforcement.

- Must possess a valid Michigan's Drivers License at the time of employment and be able to meet the Township's driving standards.
- Knowledge of applicable codes, ordinances, regulations, policies and procedures.
- Ability to handle stressful situations and effectively deal with difficult or angry people on a daily basis.
- Possesses above average communication skills, particularly the ability to speak and write effectively and to understand and carry out complex oral and written instructions. **Skills test required.**
- Ability to understand and work with maps and site plans.
- Knowledge of basic computer operations, including operating systems and varying software applications. **Skills test required.**
- Skill and knowledge necessary to establish and maintain effective relationships with those contacted in the course of work.
- Ability to organize work effectively.
- Ability to prepare accurate reports and records in connection with inspection of complaints and accurate interpretation of the Township Codes and Ordinances.
- Knowledge of Oakland Access parcel database.
- The ability to successfully complete a background/criminal history check is required.

### **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 required to perform essential job functions in all weather conditions and on varying working surfaces.

This position is moderately demanding physically, requiring a full range of motion and the use of both fine and gross muscles of the total body. The employee is regularly required to lift objects of ± 40 pounds 20-40 times per day to a height of 65 inches. Incumbent will be required to climb and descend a standard 6-foot ladder. Grasping hand tools under light torque load is common. The largest grasping pattern is 14-16 inches. The ability to walk is a core requirement of this job. The employee must be able to walk in slippery conditions: mud, sleet and snow. The employee is required to work in unsanitary conditions, including exposure to biological agents such as animal dropping, dander, human body fluids and putrefied waste. The employee must be able to manually write and work with a computer keyboard. Good vision is required. Employees must be able to distinguish color. Limited hearing is acceptable. Verbal communication is essential.

The use of mobility assist devices such as wheelchairs, walkers etc, may prove to be a safety concern due to various terrain and conditions.

### **WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER**

Start	\$28.57/hour
6 Months	\$30.25/hour
1 Year	\$31.93/hour
2 Years	\$33.61/hour

Posting Date:

Closing Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>