

# Code Enforcement Officer Job Description

## **JOB CONCEPT AND ROLE DEFINITION:**

The Code Enforcement Officer performs a wide variety of duties related the respective Municipal Codes and their enforcement. The Officer should know the requirements and vocabulary of the job. Common sense and a thorough understanding of the Municipal Code helps the Code Enforcement Officer handle various situations that may arise. It is not intended that this job description be all inclusive. The Village Manager may make changes to the job description to include or eliminate certain tasks or duties.

## **COMMUNICATIONS/HUMAN RELATIONS:**

All organizations wish to make a good first impression on the public. This is an important part of the job of the Code Enforcement Officer, who may often be the first official the citizen makes contact with. Personal characteristics of neat appearance, pleasant voice, and even disposition are essential for this position.

The Code Enforcement Officer greets the citizens and other visitors, determines their need, answers their questions, and refers them to the person or agency that can assist them. They must tactfully deal with a wide variety of people, even when calling attention to Code violations or issuing citations.

## **SUPERVISION:**

The Code Enforcement Officer carries out responsibilities under the general supervision of the Village Manager who makes the overall and specific assignments. Duties are usually carried out independently after the initial assignment therefore the Code Enforcement Officer must be capable of independent judgment and decision making, with minimal supervision. The Code Enforcement Officer will transcribe and type material in proper format and free of error. Where precedent, clarity of Code standards, and instructions are lacking for guidance, the Code Enforcement Officer will consult with the Village Manager before making a decision.

## **QUALIFICATIONS REQUIRED:**

1. Excellent verbal and written communication, including grammar, spelling, and punctuation.
2. Must be able to think clearly and act appropriately in stressful situations.
3. Must be able to follow instructions and directives with minimal guidance.
4. Must have good working knowledge of computer and word processing.
5. Must have the ability to maintain good relationships and communication with the general public and citizens who utilize municipal services, as well as with peers, supervisors, and other personnel.
6. High School graduate or equivalent required.
7. Must possess and maintain valid Michigan driver's license.
8. Must have no record of felony or serious misdemeanor convictions.

## **BASIC OFFICE DUTIES:**

The duties of the Code Enforcement Officer include maintaining and preparing accurate records of complaints, incidents, citations, and arrests. Documents and paperwork are to be reviewed for completeness and accuracy. Perform updates as needed on current information and forms. Work with the Office Manager to assure that correspondence and other records are appropriately filed. Prepare written correspondence, monthly reports, and special reports as needed.

## **JOB DESCRIPTION DUTIES:**

In general, the Code Enforcement Officer must be knowledgeable and keep current on local ordinances, and will be required to enforce those ordinances as adopted. The Code Enforcement Officer may also make recommendations to the Village Manager for amending ordinances if it is in the best interest of the municipality to do so, and be an integral part of establishing policies and procedures for code enforcement. The following are the key components of the job:

1. Investigate abandoned, dismantled and inoperable motor vehicles.
2. Handle trash and miscellaneous junk, long grass and weeds, snow removal, and burning violations.
3. Coordinate with the Zoning Administrator on all zoning related matters, specifically those requiring a zoning compliance permit.
4. Coordinate with law enforcement and animal control on all related matters/complaints.
5. Work with the Building Official to address building code matters/violations along with health and safety issues such as hazardous, unsafe, or blighted buildings.
6. Handle compliance according to procedures outlined in the Code.
7. In person, and/or by mail, issue warnings of Code violations and Code violation citations.
8. Attend court proceedings only when deemed necessary.

The above duties are intended to describe the general nature and level of work being performed by the Code Enforcement Officer assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by the employee. Other related and/or similar duties may be assigned.