

## **Peninsula Township**

### **Ordinance Enforcement Officer**

**February 2025**

#### **JOB DESCRIPTION**

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment or extension for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated Master Plan or Amended Ordinances.

#### **POSITION OBJECTIVES**

Under the immediate supervision of the Zoning Administrator, the Ordinance Enforcement Officer is tasked with enhancing the image and livability of the Township through fair enforcement of the Township's Ordinances. The Enforcement Officer must work with citizens to solve problems and resolve issues while protecting property and personal rights. More specifically, working with residents to maintain voluntary compliance is the main objective of the Ordinance Enforcement Officer's duties.

Enforcement is a necessary element of the Ordinance Enforcement Officer's responsibilities. Enforcement ensures that the Ordinances are being applied equally to all residents and provides creditability to the Ordinances. Enforcement protects the Township from claims of partiality and injustice in cases where enforcement is lacking or selectively enforced.

The Ordinance Enforcement Officer must have a working knowledge of the Zoning Ordinance and Township Police Power Ordinances and Master Plan which are enforced for the benefit of all residents.

The primary objectives of the Ordinance Officer are:

1. Resolve violations through voluntary compliance with the Ordinance if possible. Observe, analyze, report the violation, and accept direction on proceeding with additional enforcement actions required for abatement of the violation.
2. Proactively work with property owners, contractors, and visitors in conveying knowledge of Township Ordinances to minimize violations through education.
3. Maintain a database of Ordinance compliance issues and communicate the need for Ordinance amendments and/or stricter enforcement actions to immediate supervision.

## **POSITION DUTIES AND RESPONSIBILITIES**

1. Respond to complaints and routinely check areas of the Township for Ordinance violations; investigate, analyze, report, and take appropriate action following the Township's enforcement procedures.
2. Notify the alleged violator of the violation and advise the corrective action required to abate the violation.
3. Issue a Civil Infraction Citation for all Ordinances when necessary and represent the Township before the Grand Traverse District Court.
4. Conduct on-site inspection of properties to ensure that conditions and activities authorized within permits issued by the Township comply with the issued permit. Investigate, determine and implement appropriate action including the use of the Court for resolution as necessary.
5. Coordinate enforcement efforts with the Sheriff's Office, Michigan State Police, County Construction Code Department and other agencies as necessary.
6. Acts as a knowledge resource for the Township by identifying the need for amendments to the Ordinances.
7. Maintain a variety of records and activity logs related to inspection and enforcement activities.

## **EDUCATION, FORMAL TRAINING, AND EXPERIENCE**

Minimum of a high school graduate or Equivalent GED; preferred college degree. Minimum of three years of experience in law or ordinance enforcement or related work; or any equivalent combination of training and experience.

## **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)**

- Thorough understanding of the Township Ordinances and Master Plan.
- Verbal communication skills to deal effectively with property owners, developers, attorneys, realtors, engineers, and Township staff at all levels.

- Strong writing skills to prepare comprehensive reports and written communications with the public. Effective verbal communication skills with an ability to resolve issues involving conflict and emotion.
- Ability to maintain confidentiality of information and professional boundaries.
- Advanced skills in the use of personal computer software (word processing, spreadsheet, email, and internet use),
- The ability to plan, organize, schedule, supervise and complete work assignments on a timely basis in an environment where interruptions may occur. The position requires high level of analytical skill as well as the ability to comprehend, interpret, and process detailed information and data. Must be able to work with minimal direction.

## **CONDITIONS OF EMPLOYMENT**

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a person's identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Secretary of State driving records; fingerprint scan and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record that bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

## **PHYSICAL DEMANDS, WORK ENVIRONMENT AND OTHER REQUIREMENTS**

- Work is typically performed in an office environment but is often conducted out-of-doors at construction sites. Exposure to occasional inclement weather and normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes insecure walkways and platforms may be required.
- A moderate amount of travel within the Township in a personal vehicle (mileage reimbursed) is required. Hours of work outside Township office hours may be required.
- The ability to sit, stand, talk and hear is required. May be required to reach with hands and arms and lift/move up to 50 pounds (such as a box of paper) in the office environment.

- Out-of-doors work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping, and reaching; and lifting of light to moderately heavy items.

**CERTIFICATIONS, LICENSES (minimum requirements)**

Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements for the position.