

DEXTER TOWNSHIP JOB DESCRIPTION

JOB TITLE:

Ordinance Enforcement Officer

HOURLY WAGE: Commensurate with education and experience, as approved by Township Resolution and within budget constraints.

EDUCATION: A High School diploma or GED equivalent. A Bachelor's Degree from an accredited college or university is preferred.

EXPERIENCE: Familiarity with municipal government, and the principals of planning, zoning and ordinance enforcement is preferred. Experience in building, civil engineering, or law enforcement is preferred.

REQUIREMENTS: Effectively communicate with the public, township officials, and other government officials, both orally and in writing. Employ a professional manner that evokes respect at all times by utilizing excellent interpersonal skills. Work independently and complete assignments on schedule. Understand and interpret blueprints, building plans, survey drawings, and related engineering drawings. Physically inspect parcels, both developed and undeveloped, at all times of the year. Proficient in Microsoft software packages and can operate digital photographic equipment. Possess a valid Operator's license. Ability to be bonded as may be required by the Township. Possess the ability to perform all duties as assigned.

GENERAL JOB DESCRIPTION: Under the supervision and direction of the Director of Zoning and Planning (DZP), enforces the Dexter Township ordinances. Conducts regular, year-round field inspections and issues ordinance violation appearance notices as appropriate. Maintains records on all ordinance matters. Assists the DZP with reviewing and processing applications. Provides information to residents and customers on various ordinance matters.

DUTIES:

- Under the supervision and direction of the DZP, interpret and enforce the township's ordinances and applicable state laws, including the Zoning Ordinance, Anti-Blight Ordinance, Michigan Zoning Enabling Act, and Public Act 110 of 2006 (MCL 125.3101 et seq).
- Establish and maintain regular office hours consistent with the needs of the public, meeting with residents and customers outside of regular office hours as necessary.
- Attend meetings of the Township Board, Planning Commission, and Zoning Board of Appeals, as directed by the DZP.
- Maintain records of all ordinance matters, including but not limited to, applications, permits, variances, enforcement actions, complaints, and correspondence.
- Counsel and advise contractors, property owners, realtors and others in various ordinance matters.
- Collect fees consistent with the Fee Schedule established by the Township Board of Trustees, maintain detailed records of fees collected and remit said fees to the Township Treasurer on a regular and timely basis.
- Assist the DZP with reviewing applications, processing applications, plans for zoning permits, variance requests, special land use permits, site plans, zoning amendment requests, land divisions, private roads, temporary dwellings, shared driveways, and other applications required by the various township ordinances, for compliance with the respective ordinance, accepting applications when complete, and/or in accordance with various ordinance provisions.

Ordinance Enforcement Officer

Job Description

- Assist the DZP with reviewing applications and issuing permits for special/seasonal sales activities/events within the township according to the provisions of applicable ordinances and established procedures.
- Derive, assign, and record street address numbers where required and report such assignment, in writing, to the appropriate postal office, fire department and utility companies.
- Regularly update the DZP regarding enforcement and other activities of immediate concern.
- Conduct regular field inspections to identify and document possible ordinance violations.
- Conduct preliminary and final on-site inspections and other inspections as needed to ensure compliance with applications, issued permits, and applicable ordinances. Provide photographic documentation of all final inspections and other inspections as needed.
- Respond to requests and concerns of township officials, residents and customers and conduct inspections for possible ordinance violations.
- When necessary, assist the DZP in preparing monthly reports of zoning, anti-blight, and other ordinance related activities for presentation to the Township Board of Trustees, Planning Commission, and Zoning Board of Appeals.
- With assistance from the township attorney and DZP, represent the township's interests regarding legal action involving ordinance violations.
- Consult with the township attorney on ordinance matters and provide investigative and evidence gathering services for the prosecution of ordinance violations.
- Issue Ordinance violation appearance notices as appropriate, attend judicial hearings, and provide testimony as required with assistance from the Township attorney and Ordinance Officer.
- Other duties as assigned by the DZP or Township Board of Trustees.