

CODE ENFORCEMENT OFFICIAL

GENERAL STATEMENT OF DUTIES: To perform difficult inspection and evaluation activities relating to existing environment, buildings, structures and dwellings and is responsible for enforcing compliance with the related group of City Codes and Ordinances.

SUPERVISION RECEIVED: Work is to be performed under the general direction of a department head or an employee of higher grade.

SUPERVISION EXERCISED: Supervision may be exercised over clerical personnel assigned to assist.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Perform code enforcement inspections and initiate corrective administrative action as directed.
- Conduct follow-up inspections to ensure compliance with codes and regulations and initiate appropriate action.
- Maintain a record of all contacts and actions taken on each individual inspection file; perform related office administrative work essential to completion of the inspection process. Prepares complaints for the City Attorney on court cases.
- Explain to offenders the nature of the offense and attempt to obtain voluntary compliance.
- Work closely with the county health department in detecting and eliminating health hazards and unsanitary living conditions found in the city.
- Take photographs and make audio tapes as necessary.
- Perform related work to assist other inspectors as required.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

- Considerable knowledge of the laws, ordinances and codes dealing with building construction.
- Considerable knowledge of the methods, materials and techniques used in building design and construction.
- Reasonable knowledge of inspection methods, practices and techniques pertaining to building, heating and ventilating, plumbing and electrical.
- Ability to assemble data and to prepare and maintain correspondence, records and reports.
- Ability to apply code enforcement procedures with firmness, tact and impartiality.
- Mental alertness and good powers of observation.
- Working knowledge of district and circuit court system.

- Ability to establish and maintain good will and effective working relationships with property owners, the public and with city employees.
- Ability to handle adversary situations with residents and maintain a calm, composed and professional demeanor.
- Ability to operate camera equipment.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited high school, preferably with additional studies in law enforcement, code enforcement or general construction.
- Possession of a valid Michigan Driver License.

TOOLS AND EQUIPMENT USED

Telephone, including voice mail and related functions; computer; copy machine; fax machine; city vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; drive; and climb stairs.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment can be tense and stressful at times.

The noise level in the work environment is moderately noisy.