

Employment Opportunity

**Ordinance Enforcement Officer  
(Part-Time)**



Village of Milford  
1100 Atlantic Street  
Milford, MI 48381  
[www.villageofmilford.org/jobs](http://www.villageofmilford.org/jobs)

*First Review of Applications:  
June 7, 2023*

*The Village of Milford is an equal opportunity employer, seeking applicants without regard to race, gender, or other protected status.*

## **ABOUT THE VILLAGE**

The Village of Milford is 2.5 square miles nestled in southwest Oakland County and is easily accessed from both I-96 and M-59. With a population of approximately 6,500, the Village serves as the central business district for approximately 25,000 people in the surrounding areas. The thriving downtown district draws visitors from communities such as Ann Arbor and Dearborn, while retaining its small-town charm.

The Village boasts six parks within its boundaries. Central Park, located on the banks of the Huron River, is a favorite with the children and teens who enjoy the playscape, basketball courts, tennis court, volleyball court, and ice rink. Fairgrounds Park is adjacent to the Senior Center for easy access to a picnic area and shuffleboard courts. Hubbell Pond Park is the site of the YMCA and Library, and a trail system that runs from Commerce Road all the way to Kensington Park on South Milford Road. The Village is part of the Huron Valley School District with two elementary schools and one middle school located within the Village.

The Village has 75 part-time and full-time employees and a total budget of approximately \$17.8 million in fiscal year 2022-2023.



## **ABOUT THE DEPARTMENT**

The Village of Milford Ordinance Enforcement Department provides the community with the highest quality of service and upholds and enforces codes and standards established to protect the Public Health, Safety and Welfare of all residents, businesses, and visitors. The Department is staffed by two part-time Ordinance Enforcement Officers, who report to the Assistant Village Manager/Village Clerk.

## **ABOUT THE POSITION**

The Village of Milford is seeking creative and hard-working individuals for a part-time Ordinance Enforcement Officer position. This position completes a variety of tasks and projects to assist in educating the public about the Village's codes & ordinances and working to obtain voluntary compliance. Ordinance Enforcement Officers are also called upon to enforce the Village's ordinances in an effective, fair and consistent manner through the issuance of citations when voluntary compliance is not completed in a timely manner.

Other regular responsibilities include patrolling the Village to ensure compliance with local codes and ordinances – including enforcement of parking regulations, preparing reports regarding enforcement activities, preparing educational materials for the public, and assisting with other Village inspection and data entry functions. Ordinance Enforcement Officers are also responsible for completing a variety of clerical and administrative functions related to the performance of the core job functions, as well as assisting other Village Departments as assigned.

## **MINIMUM QUALIFICATIONS**

Applicants for this position should possess the following minimum qualifications at the time of application. Equivalent combinations of experience and training may be considered.

- A minimum of the High School Diploma, or its equivalent.
- A valid State of Michigan Driver's License.
- Knowledge of modern office procedures and Microsoft Office products to complete work assignments.
- Excellent customer service skills and written & verbal communication skills.



## **WORK ENVIRONMENT**

The work environment for this position includes working in both an office setting and in an outdoor environment. The office setting requires sitting and working at a computer, greeting visitors at the counter, and light lifting of files. Outdoor work requires operation of a Village vehicle, patrolling the Village by vehicle and on foot, and occasional lifting of objects weighing less than 50 pounds. Employees are required to demonstrate good judgement, initiative, and resourcefulness in carrying out the assigned duties.

## **WAGES & SCHEDULE**

This is a part-time hourly position, with starting wages based upon qualifications. The current pay range for this position starts at \$17.00 per hour. This position will have a schedule averaging 20-25 hours per week, including some weekends and evenings.

## **TO APPLY**

Please submit a cover letter, résumé, and completed Village of Milford Employment Application. Application materials must be submitted via postal mail or in person to the following address:

Village Clerk  
1100 Atlantic Street  
Milford, MI 48381

**Applications will be accepted until the position is filled, with the first review of applications taking place on June 7, 2023.**



**An Equal Opportunity Employer**

Please TYPE or PRINT all information.

Incomplete information may delay or disqualify your application

**Village of Milford**  
1100 Atlantic Street  
Milford, Michigan 48381  
Phone: 248.684.1515  
[www.villageofmilford.org](http://www.villageofmilford.org)

**APPLICATION FOR EMPLOYMENT**

The Village of Milford does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based upon job-related qualifications.

**Position Applied For:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Desired Pay:** \_\_\_\_\_ *Hourly / Annual* **Date Available:** \_\_\_\_\_

**GENERAL INFORMATION**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_  
**Other Names:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Primary Phone Number:** \_\_\_\_\_ **Secondary Phone Number:** \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the U.S.? YES  NO

Are you at least 18 years of age? YES  NO

Have you ever been employed by the Village of Milford? YES  NO

*If yes, please list dates:* \_\_\_\_\_

Have any relatives ever been employed by the Village of Milford? YES  NO

*If yes, please list name(s) and dates:* \_\_\_\_\_

Do you speak any other languages? YES  NO

*If yes, please list languages spoken (other than English):* \_\_\_\_\_

**For Driving Jobs Only: Do you have a valid State of Michigan Driver's License** YES  NO

**Driver's License Number:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

*Is this a Commercial Driver's License?* YES \_\_\_\_\_ NO \_\_\_\_\_ *What Type?* \_\_\_\_\_

## MILITARY EXPERIENCE

Branch: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

## EDUCATION

Do you have a high school diploma, GED, or equivalent? YES  NO

Institution Type	Institution Name	Degree or Dates Attended	Area of Study
Vocational/Technical			
Community College			
College/University			
Graduate Program			

## OTHER TRAINING OR QUALIFICATIONS

*Please list any additional training, certifications, or apprenticeships relevant to the position.*

## EMPLOYMENT EXPERIENCE

*List previous employment, beginning with the most recent. Present employer will not be contacted without your approval. This section should be completed even if you attach a resume.*

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Primary Duties:

May we contact this employer? YES \_\_\_\_\_ NO \_\_\_\_\_

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**Employer:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **Ending Salary:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Reason for Leaving:** \_\_\_\_\_

**Primary Duties:**

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**Employer:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **Ending Salary:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Reason for Leaving:** \_\_\_\_\_

**Primary Duties:**

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**Have you ever been convicted of any law violation, including pleas of “guilty” or “no contest”?** Exclude minor traffic violations. Conviction will not necessarily exclude a candidate from consideration. YES  NO

*If yes, please explain:* \_\_\_\_\_

## **APPLICANT STATEMENT**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered on a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions which may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination and background investigation. I hereby consent to a pre- or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment, it may be conditional upon the successful completion of a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that this application, verbal statements by management, or subsequent employment does not create an expressed or implied contract of employment, nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause or reason and with or without notice.

By submitting this application, I acknowledge that I have read and understand the above Applicant Statement.

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**SIGNATURE**

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**DATE**

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**PRINT NAME**