

SAGINAW CHARTER TOWNSHIP

JOB OPPORTUNITY ANNOUNCEMENT

Saginaw Charter Township is currently seeking qualified candidates for the following position:

Title and Classification: Code Enforcement Officer
Grade G

Starting Hourly Range*: \$26.84 - \$34.90 plus a comprehensive benefit package

* Starting salary will be established based upon level of related experience, education, and related certifications.

General Summary:

Under the immediate supervision of the Code Enforcement Supervisor, with overall direction from the Community Development Director and Township Manager, the Code Enforcement Officer (CEO) administers, upholds, and enforces the Township's general and zoning ordinances, with a focus on property maintenance. The CEO starts and coordinates code enforcement cases in areas of the Township as assigned/directed. The CEO is responsible for handling legal documentation and court cases, recordkeeping, and the demolition of condemned structures. Further, the CEO coordinates code enforcement cases/activities with other Community Development staff as well as staff from the Manager's Office, Police Department, Fire Department, Department of Public Services, various other township departments as applicable, and other organizations.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Provide proactive enforcement and respond to complaints of property maintenance code violations including garbage/rubbish/refuse, unlicensed and/or inoperable vehicles, grass/weeds, brush piles, signage, zoning, vacant structures, and other applicable ordinances.
- Patrol and conduct on-site/field inspections of properties (e.g. residential, commercial, industrial, etc.) throughout an assigned area in a Township vehicle for the purpose of determining conformity with applicable laws.
- Confer with property owners, landlords, tenants, managers, and business owners in order to enforce a variety of codes and ordinances.
- Write letters, issue warnings, violations, correction notices, and tickets following established methods of progressive enforcement actions.
- Conducts enforcement activities without malice in a fair and consistent manner. Investigates complaints in a comprehensive and unbiased manner. Seeks voluntary compliance, where possible.
- Documents the facts of the property conditions found from inspections using a camera, measuring devices, etc. Prepare summary reports of activities as requested and complete other administrative requirements as necessary.
- Perform follow-up functions, including re-inspections, logging of complaints/activities, monitoring the status of citations, and notifying involved parties and supervision where necessary.
- Explain, interpret and provide guidance regarding property maintenance codes, permit processes, and related functions to the general public, property owners, construction firms, and municipal officials either at the office counter, in the field, and/or through presentations.
- Issue citations, prepare cases and documentation to be provided to the Township Attorney for court proceedings. Represent the Township and testify in court proceedings in regards to specifics of particular cases.
- Provide assistance in other areas of code enforcement such as zoning, planning, business licensing, site plan compliance and coordination with other departmental personnel on targeted initiatives.

- Assists in the functions of the department, including zoning, planning, answering telephones, filing, data entry, addressing concerns of the public, and development of proposed ordinance and policy language.
- Adopt a schedule that may sometimes include the occasional evening or weekend hours.
- Performs other duties as assigned.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

- Associates Degree or equivalent.
- Three years in municipal code or ordinance enforcement.
- A valid Michigan Vehicle Operator's License and acceptable driving record.
- Thorough knowledge and understanding of applicable property maintenance and zoning ordinances, regulations, and of the principles and practices of code enforcement and site inspections.
- Good knowledge of the legal system and liability issues as they relate to code enforcement.
- The ability to effectively work with the general public in a positive manner in an adversarial atmosphere.
- Strong written and verbal communication skills. Working knowledge of computer based utility software such as MS Word and Excel.
- BS&A database experience preferred.
- Must be able to successfully pass a background investigation and drug test.
- Employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

Ability To:

- Deal effectively and courteously with everyone you may interact within the course of your day, including but not limited to general public, businesses, Township staff, and elected officials.
- Independently prioritize and coordinate work activities and daily tasks.
- Communicate effectively orally and in writing in a professional manner and make effective presentations.
- Maintains high quality communication and interacts with all township departments, co-workers, and the general public.
- Keep detailed records, collect and analyze data.
- Work with and maintain confidential information. Exercise discretion over sensitive and confidential issues related to the department and its business.
- Develop and foster a constructive and cooperative environment and working relationships with others and maintain them over time.
- Work well independently as well as in a teamwork and cooperative environment.
- Manage and perform work in a demanding environment; be organized in order to complete work under date/time deadlines.
- Maintain an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and expectations.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to talk, hear, and view sites or documentation. The employee frequently is required to stand, walk, and use hands to handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee frequently works in a business office setting and regularly works outdoors. The employees is exposed to outside weather conditions daily in the course of their position.

The employee is frequently required to perform work in the field. The noise level in the work environment is usually quiet in the office and field that may become loud.

Application

Please submit a completed [job application](#), and résumé to the Saginaw Township Community Development Department located at 4980 Shattuck Road, Saginaw, MI 48603 or via email at tbressette@saginawtownship.net.

Position open until filled.