NOTICE OF POSITION VACANCY

TITLE: Code Enforcement Officer

COMPENSATION: $18-$20 per hour, DOQ

WORK SCHEDULE: 8:00am-4:30pm flexibility with City Hall. This is a part time position of 20-24 hours a week.

JOB SUMMARY: Under the direct supervision of the Building Official, this position enforces the zoning and blight ordinances of the City of Grosse Pointe Park assuring that the appearance and quality of life is maintained at an acceptable level for the citizens.

JOB RESPONSIBILITIES:
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.

1. Regularly patrols the City to enforce local codes and ordinances. Identifies violations, contacts citizens to advise them of violations, seeks voluntary compliance when possible, and initiates corrective or punitive action when necessary. Explains, interprets and provides guidance to the public regarding codes and ordinances.

2. Responds to violation complaints including blight, dumping, derelict vehicles, garbage/refuse, weeds/grass, signage, zoning, and other conditions specified by ordinance. Confers with property owners and affected parties and seeks voluntary compliance. Assures all violations are corrected.

3. Coordinates with the Building Official on directives, complaints and ordinance interpretation.

4. Coordinates with the building department to record activity on BS&A program files.

5. Performs on-site inspections, conducts interviews, logs complaints, documents incidents, and issues warnings, violation or citations. Performs follow-up in accordance with established methods of progressive action.

6. Documents the facts and procedures of code and ordinance violation incidents and develops case files. Compiles investigative findings and site photographs and prepares standardized and special reports.
7. Assists in preparing cases for court proceedings. Gathers evidence, prepares documentation, and testifies in Court.

8. Identifies zoning and building code violations while in the course of duty. Takes action or notifies the Building Official of noted violations.

9. Performs related work as required.

10. Work variable shifts

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:
• A high school diploma or the equivalent.

• Three or more years’ experience in a similar enforcement position.

• A Michigan Vehicle Operator's License with excellent driving record.

• Knowledge of applicable local, county, state and federal ordinances, laws, rules and regulations. Skill in applying such knowledge.

• Skill in compiling detailed and comprehensive case files and preparing accurate reports.

• Skill in the use of office equipment and applicable technology such as cameras, recorders, and computers (Microsoft Office) and BS&A.

• Ability to deal courteously and diplomatically with the public in regular or contentious situations and respond with a high degree of professionalism.

• Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees.

• Ability to understand and follow instructions and carry them out independently.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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’s work environment includes an office setting or vehicle and regular travel to other locations. Physical demands range from
sitting in an office or vehicle. The employee is regularly required to communicate with others in person and on the telephone, and use sight, manual dexterity, mobility and coordination. The employee is frequently required to review and produce written and electronic records. The employee is occasionally required to access elevated or uneven terrain and work at and in varying height and light conditions. While performing the duties of this job, the employee is periodically exposed to adverse outside weather conditions. The noise level can range from quiet to loud.

APPLICATION:
Please submit cover letter, resume and three professional references to Nick Sizeland, City Manager at citymanager@grossepointepark.org or by mail at 15115 E Jefferson Ave Grosse Pointe Park, MI 48230. Position is open until filled.

Grosse Pointe Park is an Equal Opportunity Employer.