

Code Enforcement Officer Job Description

Position Summary:

The Code Enforcement Officer is responsible for enforcing local township ordinances and regulations to ensure the health, safety, and quality of life within the community. This role involves investigating complaints, issuing violation notices, educating the public, and ensuring compliance with zoning, property maintenance, nuisance, and other municipal codes.

Essential Duties and Responsibilities:

- Investigate complaints and proactively patrol for ordinance violations, including property maintenance, zoning, signage, illegal dumping, noise, weeds, and abandoned vehicles.
- Interpret and enforce township ordinances, including issuing warnings, notices of violation, and citations as necessary.
- Maintain detailed records of inspections, investigations, communications, and follow-up actions.
- Respond to inquiries from residents, businesses, and township officials regarding ordinance requirements.
- Work with property owners and tenants to gain voluntary compliance through education and cooperative resolution.
- Prepare reports, correspondence, and case files for enforcement actions or legal proceedings.
- Appear in court or township hearings as necessary to provide testimony or present evidence.
- Collaborate with other departments and agencies, including police, fire, building, and public works, on enforcement matters.
- Assist in reviewing and recommending updates to township ordinances as needed.

Qualifications:

- High school diploma or equivalent required; associate or bachelor's degree in criminal justice, public administration, planning, or a related field preferred.
- Previous experience in code enforcement, inspection, zoning, or municipal government is preferred.
- Certification in code enforcement (e.g., Michigan Association of Code Enforcement Officers - MACE) or willingness to obtain within 12 months.

- Strong knowledge of local government operations and general ordinances.
- Excellent verbal and written communication skills.
- Ability to interpret codes, ordinances, maps, and site plans.
- Ability to handle confrontational situations with professionalism and tact.
- Proficient in using computer software, including word processing and case management systems.
- Valid driver's license and a good driving record.

Work Schedule:

Typically Monday through Friday; occasional evening or weekend work may be required for inspections or public meetings.

Work Environment:

Indoor office and outdoor fieldwork in various weather conditions. Regular driving within township limits. Physical activity may include walking, bending, and occasional lifting of materials or equipment (up to 25 lbs).