

Part-Time Ordinance Officer Position

The Village of Milford is accepting applications for a part-time (24 hours) Ordinance Enforcement Officer through February 16, 2018 or until position is filled. Applicant must have ability to explain, interpret, and provide guidance to the public regarding codes and ordinances. Work environment includes both an office setting and outdoor work in all weather conditions. Applicant must have excellent communication skills and ability to work with the public. Some weekend hours required. For position description and application visit www.villageofmilford.org.

**VILLAGE OF MILFORD
JOB DESCRIPTION**

ORDINANCE ENFORCEMENT OFFICER

Supervised by: Village Clerk
Supervises: No supervisory responsibilities

General Summary:

Regularly patrols assigned areas of the Village to enforce local ordinances.
Provides general office assistance in support of daily operations.

Essential Duties and 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.

1. Regularly patrols the Village to enforce local codes and ordinances. Identifies violations and initiates corrective or punitive action. 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 related ordinances. Confers with property owners and affected parties and seeks voluntary compliance.
3. Performs on-site inspections, conducts interviews, logs complaints, documents incidents, and issues warnings, violation or correction notices. Performs follow-up in accordance with established methods of progressive action.
4. 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.
5. Assists in preparing cases for court proceedings. Gathers evidence, prepares documentation, and testifies in court.
6. May be assigned to assist the Building Official with inspections and data entry functions related to the Village's Rental Inspection program
7. Patrols and monitors restricted parking and metered parking areas. Identifies violations and issues citations. Services parking meters; collects money; repairs or replaces meters.
8. Assists with administrative and clerical tasks. Types, copies, enters data, answers phones and receives walk-in visitors, sorts and files citations and other documents, makes deliveries and runs errands.
9. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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.
- A valid Michigan Driver's License.
- Knowledge of modern office procedures and skill in the use of office equipment.
- Knowledge of, or ability to learn, the procedures and regulations involved in the enforcement of local ordinances.
- Skill in compiling detailed and comprehensive case files and preparing accurate reports.
- 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 and regular travel to other locations. Physical demands, therefore, range from sitting in an office or vehicle to the moderate physical exertions associated with performing visual inspections. The employee is regularly required to communicate with others in person and on the telephone or radio, use sight, manual dexterity, strength, mobility and coordination. The employee is regularly required to lift up to 25 pounds. While performing the duties of this job, the employee is periodically exposed to adverse outside weather conditions. The noise level can range from moderate in the office to loud in the field.