

Ordinance Enforcement Officer

Dexter Township

Dexter Township has an opening for an Ordinance Enforcement Officer. This part-time position, under the supervision of the Director of Planning and Zoning, requires office and field work and good computer and interpersonal skills.

Candidates are expected to have basic knowledge of code enforcement, site inspection, and record keeping. The incumbent is expected to learn and apply Township Ordinances, interpret ordinances for members of the public, compile technical information, and review zoning permit applications.

Dexter Township, located in Washtenaw County between the Cities of Dexter and Chelsea, provides rural living, lake living, and suburban living for more than 6,000 residents, just minutes northwest of Ann Arbor. The Township has active agriculture and has encouraged open space communities that preserve natural areas. It is home to the Hudson Mills Metropark, the Pinckney State Recreation Area, the Chelsea State Game Area, the Washtenaw County West Lake Nature Preserve, several full-sport lakes, the Huron River, and the University of Michigan's Peach Mountain Observatory.

The full job posting and description can be found on www.dextertownship.org.

Materials should be sent to dpz@dextertownship.org or by mail to Dexter Township c/o Director of Planning and Zoning, 6880 Dexter-Pinckney, Dexter, MI 48130.

Initial review of applications will begin on March 19, 2018.

DEXTER TOWNSHIP JOB DESCRIPTION

JOB TITLE:

Ordinance Enforcement Officer

HOURLY WAGE: Commensurate with education and experience, as approved by Township Resolution and within budget constraints.

EDUCATION: A High School diploma or GED equivalent. A Bachelor's Degree from an accredited college or university is preferred.

EXPERIENCE: Familiarity with municipal government, and the principals of planning, zoning, ordinance enforcement and geographic information systems (GIS) software is preferred. Experience in building, civil engineering, or law enforcement is preferred.

REQUIREMENTS: Effectively communicate with the public, township officials, and other government officials, both verbally and in writing. Employ a professional manner that evokes respect at all times by utilizing excellent interpersonal skills. Work independently and complete assignments on schedule. Understand and interpret blueprints, building plans, survey drawings, and related engineering drawings. Physically inspect parcels, both developed and undeveloped, at all times of the year. Proficient in Microsoft software packages and can operate digital photographic equipment. Possess a valid Operator's license. Ability to be bonded as may be required by the Township. Possess the ability to perform all duties as assigned.

GENERAL JOB DESCRIPTION: Under the supervision and direction of the Director of Planning and Zoning (DPZ), enforces the Dexter Township ordinances. Conducts regular, year-round field inspections and issues ordinance violation appearance notices as appropriate. Maintains records on all ordinance matters. Assists the DPZ with reviewing and processing applications. Provides information to residents and customers on various ordinance matters.

DUTIES:

- Under the supervision and direction of the Township Board of Trustees and the DPZ, interpret and enforce the township's ordinances and applicable state laws, including the Zoning Ordinance, Anti-Blight Ordinance, Michigan Zoning Enabling Act, and Public Act 110 of 2006 (MCL 125.3101 et seq).
- Establish and maintain regular office hours consistent with the needs of the public, meeting with residents and customers outside of regular office hours as necessary.
- Attend meetings of the Township Board, Planning Commission, and Zoning Board of Appeals, as directed by the DPZ.
- Maintain records of all ordinance matters, including but not limited to, applications, permits, variances, enforcement actions, complaints, and correspondence.
- Counsel and advise contractors, property owners, realtors and others in various ordinance matters.
- Collect fees consistent with the Fee Schedule established by the Township Board of Trustees, maintain detailed records of fees collected and remit said fees to the Township Treasurer on a regular and timely basis.
- Assist the DPZ with reviewing applications, processing applications, plans for zoning permits, variance requests, special land use permits, site plans, zoning amendment requests, land divisions, private roads, temporary dwellings, shared driveways, and other applications required by the various township

Ordinance Enforcement Officer

Job Description

ordinances, for compliance with the respective ordinance, accepting applications when complete, and/or in accordance with various ordinance provisions.

- Assist the DPZ with reviewing applications and issuing permits for special/seasonal sales activities/events within the township according to the provisions of applicable ordinances and established procedures.
- Derive, assign, and record street address numbers where required and report such assignment, in writing, to the appropriate postal office, fire department and utility companies.
- Regularly update the DPZ regarding enforcement and other activities of immediate concern.
- Conduct regular field inspections to identify and document possible ordinance violations.
- Conduct preliminary and final on-site inspections and other inspections as needed to ensure compliance with applications, issued permits, and applicable ordinances. Provide photographic documentation of all final inspections and other inspections as needed.
- Respond to requests and concerns of township officials, residents and customers and conduct inspections for possible ordinance violations.
- When necessary, assist the DPZ in preparing monthly reports of zoning, anti-blight, and other ordinance related activities for presentation to the Township Board of Trustees, Planning Commission, and Zoning Board of Appeals.
- With assistance from the township attorney and DPZ, represent the township's interests regarding legal action involving ordinance violations.
- Consult with the township attorney on ordinance matters and provide investigative and evidence gathering services for the prosecution of ordinance violations.
- Issue Ordinance violation appearance notices as appropriate, attend judicial hearings, and provide testimony as required with assistance from the Township attorney and Ordinance Officer.
- Other duties as assigned by the DPZ or Township Board of Trustees.