



## West Bloomfield Township (EOE) Part Time Code Enforcement Officer

The Charter Township of West Bloomfield is accepting applications for a **Part Time** Code Enforcement Officer in our Code Enforcement Department.

### General Summary:

Conducts on-site inspections at various locations throughout the Township to ensure full compliance with state regulations, Township ordinances and building codes. May provide inspections of water meter bypass systems, commercial grease trap systems. Coordinates MDEQ cross connection control compliance, and other Water/Sewer system facilities. Investigates complaints, provides notices, issues citations, and may appear in court as necessary. Assists contractors and, other departments within the Township, and the general public with information regarding ordinance violations and building code related matters.

### Basic Qualifications

- Bachelor degree required in law enforcement or building construction or a closely related field, **or** five (5) years experience in law enforcement, property tax assessment, the building trades, water and sewer maintenance or as an active licensed builder or any journeyman/master's license in the building trades.
- International Code Council (ICC) certification as a Property Maintenance and Housing Inspector or ability to obtain within two years.
- Special Qualifications – Act 54 certification is preferred.

This is a Part Time position, approximately 56 hours bi-weekly. Pay is based on experience: \$23.44 - \$32.11

Applications can be obtained from our web-site:

[http://www.wbtownship.org/how\\_do\\_i/apply\\_for/job/index.php](http://www.wbtownship.org/how_do_i/apply_for/job/index.php),

at the Human Resources Department, 4550 Walnut Lake Road, West Bloomfield or by calling (248) 451-4795. **Applicants must complete an employment application to be considered for this position. Completed applications can be sent to [resume@wbtownship.org](mailto:resume@wbtownship.org).**

**Applications must be received by Tuesday, April 16, 2019**



# WEST BLOOMFIELD TOWNSHIP

## Job Description

### Code Enforcement Officer

Drafted: 07/06/2011

Adopted: 07/11/2011

Pay Grade: 6.0

#### **General Summary:**

Conducts on-site inspections at various locations throughout the Township to ensure full compliance with state regulations, Township ordinances and building codes. May provide inspections of water meter bypass systems, commercial grease trap systems. Coordinates MDEQ cross connection control compliance, and other Water/Sewer system facilities. Investigates complaints, provides notices, issues citations, and may appear in court as necessary. Assists contractors and, other departments within the Township, and the general public with information regarding ordinance violations and building code related matters.

#### **Representative Duties and Responsibilities which may be considered Essential Function(s):**

##### Clerical

- Assists: citizens and township departments in providing information on ordinance and code violations, backflow prevention, and grease trap maintenance.
- Answers: phones, inquiries concerning ordinances, codes, inspection procedures and complaints.
- Enters: complaint, violation, and inspection data into databases.
- Maintains: complete, accurate records of action taken in each case.

##### Technical

- Advises: contractors, citizens and management on township requirements for code compliance, ordinance compliance, weed control program, construction procedures, and corrections to gain compliance to meet required standards.
- Analyze: field problems related to non-compliance of grease trap maintenance and water meter bypass systems for effective response by Water and Sewer Department personnel.

##### Coordinates

- Approves: on-site conditions for certificates of occupancy and other permits.
- Consults: with management concerning violations or other programs.
- Coordinates: issues with contractors, residents, legal counsel and other departments in dealing with complaints; with court to schedule appearances for tickets on violations cases; and /or conducts inspections of existing cross connections, working with the vendor contracted by the Township for this purpose.
- Inspects: /re-inspects sites for compliance with ordinances or building codes, approved plans and specifications.
- Investigates: citizen and other complaints regarding violations of site issues, wetland/

- Issues: woodland, weed control, building, zoning, and housing complaints. violation notices and when necessary citations for non-compliance with ordinances, building codes or zoning regulations.
- Monitors: progress in correction of site / building violations.
- Prepares: reports on inspection matters as required; compiles data relevant to cross connection inspections, the findings/results of these inspections, then submits that information to the Water and Sewer Director or his designee who will use this information to prepare and submit this report to the proper state agency (MDEQ), and assists preparing the annual MDEQ Cross Connection Control Report.
- Reviews: permit plans, building plans, compliance with state regulations, Township ordinances, court decisions, legal opinions and related publications; reports of inspections and notices of non-compliance as compiled by cross connection vendor. Reviews corrective work to address non-compliance.

#### Special Items

- May perform the duties of other inspection personnel in the department as assigned.
- May be assigned unique tasks to the department within the competency level of the other tasks described in this document
- The preceding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.

#### Basic Qualifications

- Bachelor degree required in law enforcement or building construction or a closely related field, or five (5) years experience in law enforcement, property tax assessment, the building trades, water and sewer maintenance or as an active licensed builder or any journeyman/master's license in the building trades. **(Note: This requirement does not apply to current Township employees).**
- International Code Council (ICC) certification as a Property Maintenance and Housing Inspector or ability to obtain within two years.
- Special Qualifications – Act 54 certification is preferred.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional requirements.

#### Equipment and Tools Used:

Automobiles, blueprints, diagrams, federal, state and local code books, tape measures, video recording equipment, noise measuring equipment, camera and personal computers.

#### Abilities:

Math - An understanding of percentages, fractions, ratios, rates, measurements and calculations is required.

Reading - Ability to read and comprehend court decisions and legal opinions relevant to duties. May need the ability to read blueprints and maps, building, plumbing, mechanical, and electrical schematic drawings.

Writing - Ability to write complex instructions and communicate problems, procedures for supervision or citizens.

Speaking - Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using correct English.

**Physical Requirements: (considered moderate work/occasionally heavy)**

Lifting - up to 30 pounds on an occasional basis.

Moving - ability to transfer/push materials up to 100 lbs by pushing.

Movement - Ability to maneuver as necessary to inspect materials, buildings, and facilities. Kneeling, stooping, reaching, climbing required.

Walking - frequently; Standing - frequently; Sitting – occasionally; Riding in vehicle - frequently

Use of hands - frequently

Reaching - frequently

Vision - near and far vision required, color vision required.

Hearing - must be able to hear and understand normal speech in same room and on phone.

**Environment and Hazards:**

Noise – moderate equipment noise frequently, not requiring ear protection.

Electrical hazards - occasionally.

Caustic chemicals – rarely.

Extreme outdoor temperatures - occasionally.

Moving equipment hazards - occasionally.

Dangerous persons - rarely.

Weapons - no.

Atmosphere hazards - rarely.

Biohazards – rarely.

High Pressure Lines – rarely.

Slip Hazards – occasionally.

Dust – occasionally.

Heights – frequently.

Traffic hazards – occasionally.

Building hazards – occasionally.