

**CITY OF ST. CLAIR
JOB DESCRIPTION**

CODE ENFORCEMENT OFFICER

Supervised by: Building Official/Zoning Administrator

Position Summary: Under the supervision of the Building Official/Zoning Administrator conducts on-site inspections throughout the City to determine compliance with state and local codes, ordinances, and standards pertaining to health, welfare, and safety. Investigates potential violations, follows establishes procedures for achieving abatement and compliance where warranted, maintains related records, and performs other related duties.

Essential 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. Provides proactive enforcement and responses to complaints of property maintenance code violations including blight, garbage/refuse, weeds/grass, signage, zoning, and other applicable ordinances.
2. Conducts on-site inspections of properties to determine conformity with applicable codes and ordinances.
3. Explains and provides guidance regarding applicable codes and ordinances to residents, property owners, the general public and City officials. Provides assistance, responds to requests, and resolves complaints.
4. Initiate contact in person, by telephone, or in writing to cite violations and to identify guidelines and timeframes to bring violations into compliance; perform re-inspections to assure compliance; testify in court.
5. Communicate tactfully with the public at the counter, in the field, by letter, by e-mail, or by telephone concerning zoning, nuisance, or property maintenance matters.
6. Prepare for and appear in court to testify regarding ordinance violations; work with City Attorney in preparation for complaint hearings.
7. Documents the facts and procedures of code violation incidents, using standardized written reports of findings and photographs when appropriate. Prepares summary reports of activities as requested, and completes other administrative requirements as necessary.
8. Establish and maintain effective working relations, and work pleasantly and effectively with elected officials, department heads, supervisors, employees, other governmental agencies and the general public even during stressful situations.
9. Perform 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 the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include high school diploma or the equivalent.
- Is required to be drug and alcohol free while on the job.
- Is required to participate in random drug and alcohol testing.
- A valid Michigan driver's license is required.
- Willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; makes timely decisions.
- Ability to effectively communicate, understand instructions, and follow directions.
- Ability to establish effective working relationships, use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to work effectively under stress, with changes in work priorities, and in emergency situations.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of moderate to heavy weight.

While performing the duties of this job, the employee works in both a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate or potentially loud in field situations.