

Charter Township of Ypsilanti

Ordinance Enforcement Assistant

Summary

The employee assigned to this position performs responsible municipal code enforcement work in a coordinated manner within the Office of Community Standards to achieve the goals and objectives of the organization. The employee will assist the Ordinance Enforcement Administrator with general ordinance enforcement activities and will enforce provisions of the property maintenance ordinance in conjunction with the rental housing and vacant structure inspection programs, as well as other regulatory licensing ordinances.

Supervision Received

Work is performed in the field with considerable independence under the direction of the Ordinance Enforcement Administrator. Direction may also be given through the Community Standards Director and/or Chief Building Official according to established procedures and techniques. The work is monitored through its progress and final reports.

Responsibilities and Essential Duties

An employee in this position maybe called upon to do any or all of the following essential duties: (These examples do not include all of the duties the employee maybe expected to perform).

1. Investigate alleged violations of municipal ordinances and conduct inspections to verify code compliance. Make routine observation of the Township to insure that ordinances are followed.
2. Conduct property maintenance ordinance inspections of rental housing properties and vacant structures as prescribed through the rental housing inspection program.
3. Assist the ordinance administrator with enforcement of regulatory licensing ordinances.
4. Assist the Planning Department with enforcement of zoning ordinances.
5. Keep accurate records (including photographic records) and maintain files pertaining to assigned activities; prepare investigative reports and write correspondence.
6. Issue Notices of Violation and citations to violators regarding ordinance violations.
7. Prepare testimony and appear in court as a complainant or a witness for the Township when necessary.
8. Perform related work assignments as required.

Ordinance Enforcement Assistant (Page #2)

Essential Functions, Qualifications and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Considerable knowledge of and the ability to research, read, interpret and enforce municipal ordinances.
- Knowledge of the streets and addresses located within the Township.
- Ability to prepare and maintain accurate reports and records.
- Ability to effectively communicate both verbally and in writing.
- Ability to work independently and manage daily schedule to meet work assignment expectations.
- Ability to maintain tact and diplomacy in dealing with the public.
- Interpersonal skills to establish and maintain effective working relations with supervisor, coworkers and the public.
- Initiative and resourcefulness in handling problem situations.
- Skill in the use of computer software for word processing, reporting and data collection programs. Working knowledge of BS&A software preferred.
- Physical ability to traverse uneven surfaces, perform visual inspection, hear and speak clearly.
- Graduation from an accredited high school or equivalent.
- Must possess and maintain a valid driver's license with a good driving record.