

**VILLAGE OF ALMONT  
JOB DESCRIPTION**

**ORDINANCE ENFORCEMENT OFFICER**

**Supervised by:** Almont Village Manager

**Position Summary:**

Enforces and administers various ordinances and regulations of the Village of Almont. Plans, develops, and recommends code enforcement policies to the Almont Village Manager. Represents ordinance enforcement activities to the community in a pragmatic, honest, and responsible manner.

**Essential Job Functions:**

*The Ordinance Enforcement Officer's duties include (but are not limited to) the following essential job functions:*

1. Enforces the Blight and Nuisance Ordinance No. 189; the Overgrown Noxious Weed and Overgrown Grass Ordinance No. 197; Garage Sale Ordinance No. 196; Junk Yard Ordinance No. 53; the Garbage Collection Ordinance No. 140; the Hazardous Materials Ordinance No. 154; the Address Numbering Ordinance No. 157; and the International Property Maintenance Code Ordinance No. 186.
2. Receives and responds to citizen complaints regarding alleged ordinance violations.
3. Provides home owners, business owners and/or property owners with notices of ordinance violations (general, initial contacts should be made informally via telephone or in person, unless such contact cannot reasonably be made; any and all formal notices must be in writing and be mailed via first class mail to an alleged ordinance violator).
4. Patrols the Village of Almont, as needed, to proactively prevent blight and enforce Village ordinances.
5. Conducts and completes any necessary follow-up inspections and activities to gain compliance.
6. Maintains accurate documentation on all formal enforcement actions and other job-related activities to substantiate violations (in conjunction with other staff).
7. Recommends appropriate code enforcement policies/strategies to the Village Manager.
8. Issues municipal civil infraction notices, as needed, and at the direction of the Village Manager, to address issues of continued non-compliance.

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9. Attends Village Council meetings, as needed, to address job-related issues.
10. Maintains a log and reports weekly all enforcement activity and time worked.
11. Performs other related work as required by the Village Manager.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The minimum required qualifications for the position of Ordinance Enforcement Officer include the following:*

- A high school degree or G.E.D.
- Maintain a valid State of Michigan Driver's License
- Three to five years of municipal code enforcement experience or experience that would appropriately prepare an individual for the position of ordinance enforcement officer, as determined by the Village Manager.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make formal presentations in a public setting.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies, and other professionals.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

**Physical Demands and Work Environment:**

*The following physical demands and work environment are characteristic to the Ordinance Enforcement Officer position:*

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, e-mail or in person, and move around the office or travel to other locations using Village provided vehicle.

An employee in this position is also required to occasionally work outside the office at field sites, and travel to other locations using Village provided vehicle.

**Compensation**

The Ordinance Enforcement Officer shall be paid \$16.50/ hr (or another amount as established by the Almont Village Council) for the completion of these job duties. (anticipated 20 hrs/week for OEO)

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