



CITY OF BERKLEY, MICHIGAN
3338 Coolidge Hwy
Berkley, MI 48072

CODE ENFORCEMENT OFFICER – COMMUNITY DEVELOPMENT DEPARTMENT
Part Time Position

Application Deadline: June 1, 2018 or until filled

The City of Berkley is accepting applications for a part-time Code Enforcement Officer. The successful candidate will support the Community Development Department efforts to create a culture of compliance that is consistent with city ordinances and other legal requirements.

The Code Enforcement Officer routinely patrols the City of Berkley while observing, logging, and responding to violations of the zoning code, property maintenance codes, and construction site standards. The incumbent will also respond to and investigate complaints related to blight, garbage/refuse, weeds/grass, signage, zoning, and other ordinance violations, by conducting on-site inspections of residential and commercial properties.

The Code Enforcement Officer is expected to make contact with residents and property owners, either in person or through written documents, using tact and diplomacy to explain violations and possible remedies. When required, the incumbent will also issue citations or stop work orders until violations are corrected.

Qualified applicants will have a minimum of 2 years of experience in municipal code and ordinance enforcement, strong knowledge of municipal ordinances and codes, excellent written and verbal communication skills, experience with BS&A software.

Salary: \$19.00 per hour

Hours: Saturday and Sunday, approximately 6 hours per day

A complete job description and applications are available on the city's website: www.berkleymich.org. Qualified applicants are encouraged to send a completed employment application, resume, cover letter and three professional references by email to:

Tim McLean, Director
Community Development Department
tmclean@berkleymich.net



CITY OF BERKLEY JOB DESCRIPTION

CODE ENFORCEMENT OFFICER

Supervised By: Community Development Director
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Community Development Director, conducts on-site inspections throughout the City to determine compliance with state and local property maintenance and building ordinances. Investigates potential property maintenance violations, follows established 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. Respond to and investigate complaints of property maintenance code violations including blight, garbage/refuse, weeds/grass, signage, zoning, and other applicable ordinances.
2. Conduct on-site inspections of properties, and new and existing businesses to determine conformity with applicable codes.
3. Enforce a variety of property maintenance codes and ordinances by conferring with property owners, issuing warnings, violation and correction notices, following established methods of progressive action.
4. Conduct enforcement activities in a fair and consistent manner. Interview parties involved in a complaint or violation; conduct investigations in a comprehensive and unbiased manner. Seek voluntary compliance, where possible.
5. Document the facts and procedures of code violation incidents, using standardized written reports of findings and photographs when appropriate. Prepare summary reports of activities as requested; complete other administrative requirements as necessary.

6. Perform follow-up functions, including re-inspections, logging of complaints/activities; monitor the status of citations, and when necessary, notify involved parties of status as developments occur.
7. Explain, interpret and provide guidance regarding property maintenance codes, permit processes, and related functions to the public, property owners, business owners, construction firms, and municipal officials.
8. Assist in preparing cases for court proceedings. Prepare documentation for the City Attorney; provide testimonies concerning the facts involved in particular cases.
9. Provide assistance in the enforcement of other areas of code and building standards by inspecting and monitoring construction sites, licensed facilities and other related tasks as assigned.
10. Share relevant information with other city departments and coordinate activity when appropriate.
11. Develop and execute public information campaigns regarding ordinance changes, as directed. May assist in developing proposed ordinance language.
12. Perform other 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.

Requirements include the following:

- High school diploma or the equivalent. Prior experience in law enforcement and municipal ordinance enforcement is highly desirable.
- Valid Michigan Vehicle Operator's License.
- Two years experience in code and ordinance enforcement, or a related field; knowledge and understanding of locally-adopted property maintenance codes and ordinances.
- Working knowledge of the principles and practices of code enforcement and site inspections.

- Knowledge of the legal system and liability issues related to code enforcement matters.
- Able to observe and inspect various types of property sites. Able to analyze, document and communicate pertinent information about the site as it related to code violation and enforcement.
- Skill in the use of office equipment and technology, including computers and related software; able to master new technologies.
- Able to effectively communicate and present ideas and concepts, and make presentations in public forums.
- Able to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with residents, developers, elected officials, employees, other governmental and regulatory agencies.
- Able to quickly assess critical situations, solve problems and work effectively under pressure, within deadlines and changing work priorities.
- Able to travel to various locations within the City.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 required to intermittently stand, walk, sit, talk and hear. The employee frequently is required to drive a vehicle, climb, stoop kneel, crouch or crawl and use arms, hands and fingers to handle, touch, feel and reach. Lifting and/or moving items of light to moderate weight may occasionally be required.

While performing the duties of this job, the employee regularly works in a business office setting but is also required to work in the field to conduct inspections. While conducting inspections, the employee is occasionally exposed to fumes or airborne particles, potentially adverse outside weather conditions and unsanitary and noxious environments. The noise level in the work environment is usually quiet to moderate, but may become loud on construction sites.