

CITY OF HARTFORD

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Job Posting: Code Enforcement Officer – Part Time
Employer: City of Hartford, County of Van Buren, State of Michigan
Population: 2515
Compensation: negotiable –depending on qualifications.
Closing Date: Until Filled

General Summary:

Under the general supervision of the Chief of Police, the Code Enforcement Officer is responsible for a wide range of assignments in the overall compliance and enforcement of the City Ordinances. Interacts and coordinates with various departments (City, County, and State), investigates and conducts on-site inspections and maintains active public interface within the neighborhoods. Follows established procedures for achieving abatement and compliance where warranted, maintains related records,

Essential Duties and 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 the job successfully, an individual must be able to perform each essential function satisfactorily.

1. Respond to complaints of property maintenance violations including blight, signs, garbage/refuse, weed/grass, inoperable vehicles, and other applicable ordinances.
2. Conducts on-site investigation and inspections of properties to determine conformity with applicable ordinances.
3. Enforces a variety of ordinances by conferring with property owners, issuing warnings, violations and correction notices, and following established methods of progressive action.
4. Conducts enforcement activities in a fair and consistent manner. Interviews parties to a complaint or violation, and otherwise investigate complaints in a comprehensive and unbiased manner. Seeks voluntary compliance, where possible.
5. Documents the facts and procedures of ordinance violation incidents, using standardized reports of findings and photographs when appropriate. Prepares summary reports of activities as requested, and completes other administrative requirements as necessary.
6. Performs follow-up functions, including re-inspections, logging of complaints/activities, monitoring the status of citations, and notifying involved parties of status.
7. Assists in preparing cases for court proceedings. Prepares documentation for the City Attorney and testifies concerning specifics of the particular cases.
8. Shares relevant information with other departments.
9. Perform related works 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 positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include an Associate's degree, or equivalent.
- Two or more years in enforcement or related work.
- A valid State of Michigan Operator's License.
- Knowledge and understanding of locally adopted ordinances.
- Skill in interpreting, applying and enforcing related codes and ordinances.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Working knowledge of computer programs such as Microsoft Office, measuring tools and cameras.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with property owners, the public, other professional contacts and municipal officials.
- Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to maintain accurate and complete files and records.

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 regularly required to conduct visual inspections, view written documents and communicate with others. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

While performing the duties of this job, the employee works in 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 in the field situations.

To Apply:

Please submit cover letter, resume and five professional references to Code Enforcement Officer Search, City of Hartford, 19 West Main Street, Hartford, MI 49057. Applications will also be received at citymanager@cityofhartfordmi.org.

The City of Hartford is an Equal Opportunity Employer.