



Charter Township of Orion

Full-time Position Available **Code Enforcer**

The Township is seeking qualified applicants for the position of full-time Code Enforcer that conducts on-site inspections at locations throughout the Township to ensure conformity to State and local building/zoning codes and ordinances. Initiates compliance actions when violations are found, prepares inspection reports, and represents the Township in court for actionable cases.

Minimum qualifications include knowledge normally acquired through the completion of a high school diploma or equivalent, two to four years experience in a regulatory or enforcement capacity, experience working with computers, fax, tablet and cell phone. Preferred knowledge of Microsoft Office Suite and BS&A software. Must hold valid Michigan Driver license and have a driving record in good standing. Mental ability to handle pressures related to meeting deadlines, simultaneous handling of multiple projects.

Scroll down to review job description for full details and all requirements for this position.

This is a full-time, 40 hours per week, Level 5 union position with a start rate of \$20.25 per hour, plus benefits. Approved applicant must pass a complete physical and drug screening along with a background check.

Please submit your cover letter, resume, and completed application to the Orion Township Supervisor's Office, 2323 Joslyn Road, Lake Orion, MI 48360.

Position open until filled.

Chris Barnett
Supervisor



Charter Township of Orion

Job Description

Job Title: Code Enforcer
Department: Building
Reports to: Building Official
Union Affiliation: Technical Unit
Position Level: 5
FLSA Status: Non-Exempt

Job Summary

Under the general direction of the Building Official, conducts on-site inspections at locations throughout the Township to ensure conformity to State and local building/zoning codes and ordinances. Initiates compliance actions when violations are found, prepares inspection reports and represents the Township in court for actionable cases.

Essential Job Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

1. Performs routine patrolling of Township property, on-site inspections of houses, businesses and surrounding Township areas upon change of ownership, occupancy and complaints for violations to ensure compliance with Township code and ordinances.
2. Investigates and determines existence and type of zoning, housing, signage, health, noise, public safety, property maintenance and/or nuisance code violations; photographs violations.
3. Recommends corrective actions and seeks voluntary compliance when standards are not met, issues violation notices when necessary and performs re-inspections to determine actions taken to bring the ordinance violation into compliance.
4. Prepares evidence for the prosecution of ordinance violators and appears in court on related matters. Attends court proceedings and testifies when necessary to ensure Township resident compliance with ordinances and codes and maintains information in an electronic data base.
5. Provides written and verbal information to the public, politicians and various Township personnel regarding ordinance requirements and enforcement issues. Maintains complete records of complaints, inspections, violations and citations.
6. Works with other Township departments, attorneys and law enforcement agencies in the development and implementation of ordinances, codes and regulations.

7. Interpersonal skills are necessary to effectively communicate with the general public in situations requiring tact and patience as well as to communicate clearly and concisely both in oral and written forms.
8. Performs other duties as assigned.

Job Qualifications

1. The job requires knowledge normally acquired through the completion of a high school diploma or equivalent.
2. Two to four years of experience in a regulatory or enforcement capacity.
3. Must have knowledge of working with computers, fax, tablet, cell phone. Preferred knowledge of Microsoft Suite and BS&A software.
4. Must hold a valid Michigan Driver License and have a driving record in Good Standing. To be in Good Standing Driver must be subject to a current DMV printout report with none of the violations below*:
 - A. Any major violations (DWI, homicide, reckless driving, drugs, leaving the scene) within the last three years
 - B. Two or more other moving violations and one at fault accident in the last three years
 - C. Three or more other moving violations in the last three years.
 - D. Two or more at fault accidents in the last three years with no moving violations.

*Drivers will not be qualified for this position if they meet or exceed any of the four guidelines at any time during the course of employment. It is the employee's responsibility to inform Charter Township of Orion any violations that result in more than two (2) points for a violation. Possession of CDL not required, but preferred.

5. Mental ability to handle pressures related to meeting deadlines, simultaneous handling of multiple projects and working on projects requiring concentration and attention to detail.
6. Physical ability to periodically lift, push, pull items weighing up to 25 pounds, as well as climb stairs and ladders, bend/stoop/kneel and walk over uneven terrain when conducting inspections.
7. Required to talk, hear and view sites or documentation.
8. Frequently required to stand, walk, use hands to finger, handle, or feel; and reach with hands arms. Occasionally required to stoop, kneel, crouch or crawl.

Working Conditions/Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Work involves outside working conditions with exposure to adverse weather, dust, noise, and the like. Incumbent may be occasionally exposed to fumes, odors, chemicals and/or toxins.
2. Work involves travel to various sites throughout the Township to conduct inspections.
3. Extended work day (beyond 8 hours/day) and weekends may be occasionally required.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management retains the right to change this job description at any time.

 Employee Signature

 Date

 Human Resources

 Date

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. This document is not intended to be a contract between the employee and the employer.

Orion Township is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, height, weight, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Rev	Date	Description	Author(s)
00		Original Job Description	HR, Department Head
01	11/16/2015	Revisions approved by Board	HR, Department Head
02	08/02/2021	Proposed Revisions from Job Study	HR, Department Head, Employee