

ORDINANCE ENFORCEMENT OFFICER

UNION: AFSCME Local 1882

STATUS: Full Time

PAYMENT: Hourly

SUPERVISED BY: Chief of Police

BENEFITS: Health, Optical & Dental

PREREQUISITES: High school diploma or GED equivalent. Valid driver's license with a good driving record. Interpersonal communication and educational skills sufficient to allow residents to understand and comply with all ordinances' spirit, intent, and written statements. Ability to communicate by both telephone or typewritten letter or email. Working knowledge of local ordinances and approved enforcement methods.

PHYSICAL REQUIREMENTS: Ability to read printed matter and the township's computer network and reporting program. Ability to input data into the township's network and reporting program. Ability to perform work comprised of field settings (i.e., an inspection of properties) and desktop computer work.

DUTIES:

1. Check properties for violations of township ordinances (i.e., blight, zoning, etc.) and take established and approved enforcement steps to correct issues.
2. Respond to citizen inquires concerning ordinance violation or other ordinance questions.
3. Refer unsafe building issues to the building inspector for enforcement decisions.
4. Inspect properties for kennel licensing.
5. Work with the zoning administrator/ police department to conduct ordinance enforcement.
6. Be unbiased and equal in the enforcement of ordinances.
7. Carry identification at all times when on duty and identify themselves when in contact with the public
8. Keep updated paper and computer files and issue correspondence as needed on all matters.
9. Maintain regular office hours consistent with needs and as directed by the Chief of Police.
10. Consults with the township attorney on ordinance matters and provide investigative and evidence gathering services for the prosecution of ordinance violations.
11. Utilize body cameras for all investigations and official citizen contacts.
12. Performs any/ all additional duties as assigned by the Chief of Police.