

CITY OF DEARBORN HEIGHTS
JOB DESCRIPTION FOR
PART-TIME ORDINANCE COMPLIANCE OFFICER

Part-time/Temporary Position

Salary - D.O.Q.

JOB SUMMARY:

An Ordinance Compliance Officer enforces all misdemeanor ordinances of the City of Dearborn Heights.

RESPONSIBILITIES & WORK DUTIES:

- Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, housing conditions, construction, land use, zoning noise, dumping, clearing, grading, filling, polluting or other code related matters.

- Conducts field investigations of potential violations; gathers evidence; questions or interrogates complaints; witnesses and suspects; compares facts to code requirements; make findings; and issue warnings.

- Meet with owners, tenants, contractors, developers, businesses, police, etc. to review and explain code requirements and violations or potential violations; secures code compliance.

- Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases and reports relating code enforcement issues and actions.

- Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.

- Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report court action; testifies in court.

- Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

QUALIFICATIONS:

- Two years experience related to inspection, law enforcement, building inspection, land use, public administration or a related field, or any equivalent combination of education and experience.

- High school diploma/GED required. Associates Degree preferred.

- Must have valid State of Michigan driver's license with a good driving record.
- Must be able to pass a pre-employment physical exam, drug screen, and a criminal background check.

To apply for this position, please submit an application to the Human Resource Department, 6045 Fenton, Dearborn Heights. Applications can be downloaded by clicking http://www.dhol.org/pdf/hr/employment_app.pdf. Applications are due by Thursday, May 1.