

VILLAGE OF SANFORD JOB DESCRIPTION

ORDINANCE ENFORCEMENT OFFICER

Position Summary

The Ordinance Enforcement Officer administers, analyzes, and enforces the Village's general and zoning ordinances. Investigates potential violations, follows established procedures for achieving abatement and compliance where warranted. Also aids citizens, educates the public on zoning and code enforcement issues, and coordinates with other governments as needed.

Essential Job Functions

An individual in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties that the individual may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Inspects for compliance and enforces the Village's general and zoning ordinances.
2. Keeps updated paper and computer files and issues official correspondence as needed on zoning-related matters. Inspects site plan review decisions, monitors and seeks compliance with any conditions as determined by the Planning Commission and Zoning Board of Appeals.
3. Inspects, monitors, and investigates uses of properties in the Village to ensure that all uses meet the requirements of the Zoning Ordinance.
4. Responds to inquiries and provides guidance to residents, developers, builders, and Village Officials regarding zoning regulations.
5. Inspects, monitors, and investigates potential violations of the Village's general ordinances.
6. Conducts enforcement activities in a fair and consistent manner. Interviews parties to a complaint or violation, and otherwise investigates complaints in a comprehensive and unbiased manner. Seeks voluntary compliance where possible.
7. Enters ordinance enforcement information, schedules inspections, and updates the database accordingly.
8. Works with other governmental agencies as needed.
9. Performs other duties as assigned.

Required Skills, Knowledge, and Abilities

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.

- High School Diploma or its equivalent.
- Two or more years' experience in code enforcement, building trades, or law enforcement.
- Valid Michigan driver's license and access to a reliable vehicle to perform required duties.
- Working knowledge of the principles and practices of zoning, land use, and site inspection.
- Ability to communicate effectively and present ideas orally and in writing and make presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with developers, residents, elected officials, employees, other governmental and regulatory agencies, and professional contacts.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to work efficiently and effectively with limited supervision.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an individual encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An individual in this position spends time working in the field at various sites. This may include sites with treacherous terrain requiring the individual to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals, or other hazardous materials, loud machinery and equipment and other dangers. Periodic bending, stooping, and kneeling to move items weighing up to 60 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field and to operate various field equipment (soil auger, shovel, tape measure, etc.). The individual may also work in an office setting to complete administrative duties.

An individual in this position must have the strength, stamina, and physical coordination needed to gain access to the sites described above.

Adopted by the Village Council on _____, 2021.

February 13, 2017

Proposed Process for Zoning Enforcement in the Village of Sanford:

1. Complaint is received via a complaint form.
2. The complaint should be sent to the enforcement officer.
3. Enforcement officer, or board member(s) delegate, checks the ordinance to determine if there is a violation.
4. If there is an observed violation, take picture of the violation if possible.
5. If there is a violation, within 7 business days of receipt of complaint, send form letter to the home or business owner to let them know there is a violation.
6. The form letter will give the recipient 14 days to follow up for compliance.
7. Seven business days after the 14-day timeline, re-inspect to either close the case or for further follow up.
8. If the follow up is not complete, issue a Municipal Civil Infraction. If the resident isn't home, leave a note that you are trying to reach them.
9. If the follow-up is complete, close the case.
10. Notify council, by email, of the status.
11. If citation is issued, make sure the ticket gets to the court within 3 business days of issuance.
12. The court sets a date and notifies the person's name in the complainant field, typically the enforcement officer.
13. According to the ticket, the person who is not in compliance should call the Court in 3-14 days to find out the court date. The complainant and the recipient of the ticket will get a letter from the court giving the pre-trial date and time.
14. Once enforcement officer or delegate is given a court date, notify the council by email.
15. The enforcement officer or their delegate goes to court approximately 30 minutes ahead of time. The enforcement officer or delegate will bring a summary of events and two sets of pictures.

- 16.If the person who is not in compliance does not show up, an administrative fine is ordered and the fine is awarded to the court.
- 17.If the person who is not in compliance does show up, the enforcement officer or their delegate, pleads the case.
- 18.The enforcement officer or the delegate will typically show pictures of the property, will give the judge a copy of the ordinance. The judge will confer with the ordinance officer or their delegate and will confer with the property owner. The whole process typically takes 15 30 minutes.
- 19.Enforcement officer will keep a log of the events to be given to the Village Clerk each month so there is a running total of visits, status of the situation, etc.