

ORDINANCE ENFORCEMENT OFFICER

NATURE OF WORK

Under the general supervision of the Fire Marshal, the position has the responsibility of inspecting properties for compliance with City Ordinances. In addition to inspections, the Ordinance Enforcement Officer prepares and serves notices concerning violations and complaints. The Ordinance Enforcement Officer may work closely with Building Division. In addition, this position performs firefighting work and other related duties, as required.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples do not include all of the duties which the employee may be expected to perform.

1. Investigate complaints and inspect property for ordinance violations such as unlicensed/inoperable vehicles, noxious weeds, illegal signage, or other related ordinances.
2. Contact property owners to explain provisions of City ordinances, inform them of violations and prepare and serve violation notices when necessary.
3. Prepare and maintain a variety of databases, records and reports.
4. Assists the public in processing appeals for variances in zoning regulations and special use permits.
5. May be required to represent the City in court on matters associated with job duties.
6. Interpret basic zoning requirements for members of the public.
7. Perform a variety of secretarial work including the composition and typing of letters and memos and the maintenance of files and databases.
8. Assist Fire Prevention Bureau personnel with inspection processes and public education programs.
9. Perform all responsibilities, essential duties, KSAs and functions outlined in the Firefighter-Driver job description.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this classification, upon appointment or stated otherwise, should have the equivalent of the following:

- Graduation from an accredited high school or equivalent
- State of Michigan Firefighter II Certification
- Maintain Medical First Responder License (minimum)
- Heartstart Certification or equivalent training
- Completion of FFTC Driver's Course
- Maintain valid Michigan Driver's License with good driving record
- Ability to accurately interpret applicable Code of Ordinances
- Thorough knowledge of modern firefighting equipment, and its efficient use

- Thorough knowledge of the geography, streets and important locations in the city
- Thorough knowledge of the Unified Command System
- Workable knowledge of the Microsoft family of software
- Considerable knowledge of elementary principles of hydraulics as applied to firefighting activities
- Considerable knowledge of first responder and emergency medical techniques
- Considerable knowledge of general firefighting, haz-mat, rescue methods, and airport operations
- Provide a positive and professional image to the other members of the department, the public and toward other agencies to promote the betterment of the fire department
- Willingness to attend classes that are provided for further education in the maintenance and inspection process of the City
- Good physical and mental condition, strength and health
- Ability to react quickly and calmly in emergencies
- Ability to understand and follow oral instructions, to accept authority, maintain a positive attitude and to work effectively with other employees

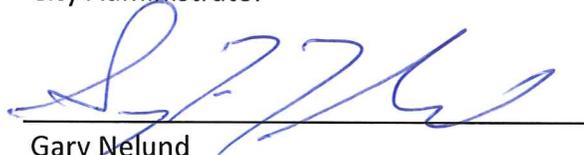
Approval:



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Gary Nelund
Mayor

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