

## Part-Time Zoning/Code Enforcement Officer

Charter Township of Lyon is seeking a part-time (20-30 hours per week) Zoning/Code Enforcement Officer with two years code enforcement, zoning administration or related experience. Code Enforcement or Zoning Administrator Certification may be considered in lieu of experience. Compensation \$16.50 to \$18.50 per hour DOQ. Candidate should have excellent communication, record keeping and general office skills. Candidate must be able to understand and explain the requirements of the Township Code of Ordinances including the Zoning Ordinance. Under the supervision of the Zoning Administrator and Township Supervisor, the candidate will perform a wide variety of duties regarding ordinance compliance.

To apply, submit a resume, cover letter and a copy of a Michigan driver's license to Lyon Township Clerk, 58000 Grand River Ave., New Hudson, MI 48165 or email to [mcash@lyontwp.org](mailto:mcash@lyontwp.org).

Detailed job description begins on next page.

## POSITION DESCRIPTION

Title: **Zoning/Code Enforcement Officer**  
Department: Building & Zoning  
Date: 11-1-16  
Location: Lyon Twp. Municipal Bldg.

### GENERAL PURPOSE

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

### WAGES/HOURS

\$16.50 - \$18.50 per hour, approximately 20-30 hours per week. Schedule varies; some weekends required.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Zoning Administrator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Periodically patrols or inspects Township to monitor for violations of local codes.

Responds to complaints of potential code violations relating to Township's adopted Zoning Ordinance and Code of Ordinances, signage, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, building maintenance, land use, zoning, animals, noise, blight, dumping, clearing, grading, filling, polluting, or other code related matters.

Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.

Meets with owners, tenants, contractors, developers, businesses, 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, and reports relating to code enforcement issues and actions.

Provides information to persons who request information or assistance regarding Township Zoning Ordinance, Code of Ordinance and code enforcement related matters.

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.

Coordinates efforts with the police, planning, building and related departments, the prosecuting attorney, and other staff or agencies, as needed.

Works with the Zoning Administrator, Township Attorney, and/or Township Supervisor to prepare cases 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 for court action; testifies in court.

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

#### PERIPHERAL DUTIES

May serve as a member of various employee committees.

Other duties as assigned.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent, college degree desirable;
- (B) Two years experience related to inspection, law enforcement, code enforcement, land use, public administration or a related field, or
- (C) Any equivalent combination of education and experience.
- (D) Knowledge of planning and zoning principles desirable.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- (B) Skill in operating the listed tools and equipment;
- (C) Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.
- (D) Ability to read maps, site plans and construction plans desirable.

#### SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

#### TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and BS&A software desirable; motor vehicle; phone; camera and/or digital camera; copy and fax machine. Testing equipment to detect levels of sound, odor or other nuisances.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk over uneven terrain; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### APPLICATION

Submit resume, cover letter, and a copy of Michigan driver's license to:  
Lyon Township Clerk, 58000 Grand River, New Hudson, Mi. 48165 or email to [mcash@lyontwp.org](mailto:mcash@lyontwp.org).

Applications will be received beginning November 7, 2016 and continue until the position is filled.