



**City of Mason**  
**Job Description**

**Code Enforcement/Community Resource Officer  
(Part-time)**

<b>Department:</b>	Community Development
<b>Supervised By:</b>	Community Development Director/Zoning Official
<b>Supervises:</b>	None
<b>Bargaining Unit:</b>	None
<b>FLSA:</b>	None
<b>Status:</b>	Part-time

**General Summary:**

Under the supervision of the Community Development Director/Zoning Official, this position is responsible for enforcement of the City Code of Ordinances as authorized in Sec. 2-142 Powers and duties of building and zoning officials, specifically:

- (1) Chapter 6, article III (dangerous buildings);
- (2) Chapter 22 (environment);
- (3) Chapter 30 (floods);
- (4) Chapter 31 (historic preservation)
- (5) Chapter 58 (signs)
- (6) Chapter 74 (subdivisions and other divisions of land);
- (7) Chapter 86, article II (noxious weeds);
- (8) Chapter 94 (zoning);

Additional functions may be assigned by any other ordinances adopted by the city.

The Code Enforcement Officer (CEO) serves an important role as ambassador for the City by building positive relationships with residents, businesses and community organizations, providing information and education about City Ordinances, and working proactively and cooperatively toward voluntary compliance. The CEO will maintain a list of community organizations that may serve as a resource to help community members in the process of addressing a compliance issue. Formal enforcement action involving citations, fines, and court appearances is preferred as a last resort. We wish to observe our hometown values by being a 'helpful neighbor' in support of community health, safety and welfare, not an authoritative government agency looking to penalize its constituents who may or may not be familiar with the City Ordinances they are out of compliance with.

We recognize that there will be instances where formal enforcement is the right course of action. Therefore, the CEO must possess the knowledge, skills and abilities to investigate complaints of violations, consult with staff and agencies, read, interpret and apply City Ordinances, determine the appropriate course of action, and carry out the necessary duties associated with issuing citations that lead to fines and court appearances.

The CEO is responsible for all administrative work associated with the position including drafting letters, preparing reports, data collection, entering actions in the BS&A software system and

maintaining records, including a community resource list.

**City of Mason:**

More than any other criteria the City of Mason values candidates that are the best fit for our organization.

- Our Mission: We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- Our Vision: The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- Our Values: We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

**Essential Job Functions:**

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

- Respond to complaints of property maintenance code violations including blight garbage/refuse, weeds/grass, signage, zoning, and other applicable ordinances.
- Conduct on-site inspections of properties to determine conformity with applicable codes and ordinances.
- Enforce codes and ordinances by conferring with property owners, issuing warnings, violations and correction notices.
- Interview parties to a complaint or violation, and otherwise investigate complaints in a comprehensive and unbiased manner; seek voluntary compliance where possible.
- Conduct enforcement activities in a fair and consistent manner.
- Document facts and procedures of code violation incidents, using standardized written reports of findings and photographs when appropriate. Prepare summary reports of activities as requested, and complete other administrative requirements as necessary.
- Perform follow-ups including: re-inspections, documenting complaints/activities, monitoring the status of citations and notifying involved parties of their case status.
- Prepare cases for court proceedings; prepare documentation for the City's legal counsel and testify concerning specifics of particular cases.
- Keep abreast of professional developments, legal issues and other current events through professional publications, job related conferences, workshops and seminars as appropriate.
- Share relevant information with other departments and other governmental agencies, coordinating activity when appropriate. This most frequently includes the Building Official,

Police Department, and Department of Public Works.

- Maintain a current list of community organizations that may serve as resources to assist residents and businesses in achieving compliance with City Ordinances.
- Perform other job functions as directed by the Community Development Director/Zoning Official or designee.

**Employment Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation. Requirements include the following:

- Must possess a valid State of Michigan Vehicle Operator's License without restrictions.
- Experience in code enforcement or law enforcement preferred.
- Certification by the Michigan Association of Code Enforcement Officers is desirable.
- Working knowledge and understanding of locally-adopted property maintenance codes and ordinances, and of the principles and practices of code enforcement and site inspections preferred.
- Working knowledge of the legal system and liability issues as they relate to code enforcement.
- Skill in interpreting, applying and enforcing related codes and ordinances.
- Working knowledge of standard office equipment, computer, measuring tools, and camera.
- Ability to document, review, analyze, and communicate, verbally and in writing, pertinent information regarding code enforcement.
- Ability to perform visual reviews and inspections of property sites.
- Ability to establish and maintain effective working relationships, use good judgement, initiative and resourcefulness while interacting with the public.
- Ability to critically assess situations, problem solve, and work effectively within deadlines, and changing work priorities.
- Ability to work efficiently under limited supervision.
- Must be proficient in Microsoft Word, Excel, Outlook, and the internet. Experience with BS&A software preferred.

**Physical Requirements:**

This job requires the ability to perform the essential functions contained in this description.

These include, but are not limited to, the following requirements:

- Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.
- Walking over uneven terrain to conduct field inspections.
- Climbing stairs in order to inspect housing code violations.
- Bending, stooping and kneeling to conduct inspections.
- Ability to travel throughout the City.

**Working Conditions:**

- Travel to various sites throughout the City to make inspections and answer complaints.
- Work outside in varying weather conditions.
- Exposure to animals on property being inspected.
- Exposure to fumes from mechanical equipment.
- Exposure to odors from household waste and various other sources.

*The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.*

Jan. 2019 Part-time Code Enforcement Officer