



1561 Frankfort Highway/PO Box 2129  
Frankfort MI 49635

## **Ordinance Enforcement Officer Job Description & Contract**

Updated October 2018

### *General Description of work:*

Ordinance Enforcement Officer's job is to perform in conjunction with CLT Board member(s) and/or the Zoning Administrator the physical, technical and record-keeping work related to upholding the Crystal Lake Township Ordinances.

### *Specific Duties & Responsibilities for Officer shall include to:*

- keep a running logbook of all enforcement-related activities;
- observe violation or receive complaint from individuals (e.g. citizens, neighbors) or collectives (e.g. the CLT Board, environmental groups, neighborhood associations) regarding possible violations of ordinances and subsequently investigate them;
- confer with appropriate officials and review applicable written ordinances to pinpoint possible violations;
- approach alleged violator with the intent to preclude legal action;
- never apply force;
- help develop board approved solutions with alleged violator to achieve compliance;
- write and issue warning letter(s) and/or citations;
- provide pictorial and/or other evidence to document non-compliance;
- conduct related research as requested or when applicable;
- maintain copies at township hall of all related paperwork;
- update Board at monthly meetings as needed;
- use a computer to assist in communication, documentation, and maintenance of official records (e.g. field observations, complaints, interviews, inspections, photos and other evidence, violations, citation court proceedings, general reports to the Board);
- prepare for cases, represent the Township and appear in court to testify regarding code violations;
- perform follow-up inspection(s) to ensure, where applicable, resolution is progressing; *and*
- assist in drafting and updating ordinances, forms, procedures and practices when deemed necessary.

### *Physical & Intellectual Demands shall include:*

- continuous attention to safe operating procedures to ensure the safety of all;
- effective and tactful written and oral communication skills;
- knowledge of principles, instructions and techniques of investigation
- observation, interpretation of and adaption to special situations;
- diplomatic skills to handle dissatisfied, argumentative and confrontational individuals;
- effective interaction with and reporting to Township Board, ZA and other officials
- performance of duties often outdoors, sometimes over rugged terrain with exposure to the elements;
- possession of no past or current lifestyle behaviors deemed by the Board as possible detractors from weight of authority needed to carry out duties;
- effective work behavior when under stress, in adverse conditions, and against deadlines; *and*

- independent work in the field with a minimum of supervision.

*Education, Experience and Knowledge preferred for Officer are:*

- high school diploma and continued education levels beyond high school;
- mathematical skills (e.g. the ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume);
- technology skills, (e.g. general computer skills, operation of camera and cell phone);
- law enforcement or related enforcement;
- familiarity with Township geography; *and*
- understanding of applicable Township ordinance(s).

*Special Certifications, Registrations & Licenses required are:*

- a valid Michigan driver's license and history/maintenance of a good driving record; *and*
- proper license for firearms

*Supervision of Officer will consist of:*

- township designee(s) and the Zoning Administrator when applicable; *and*
- the CLT Board

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*Terms of Employment:*

- Employee will fulfill all terms of the job as previously described.
- Employee will pay mileage costs associated with the job.
- Employee will supply his own cell phone and phone number for the job (#231-970-0409)
- Employee will submit monthly timesheets to CLT for reimbursement.
- Employee will use official email address for business communication (ordinanceofficer.clt@gmail.com)
- CLT will supply mailbox, and storage space for maintenance of enforcement files at the township hall, but no office space.
- CLT will supply business cards and an email address for use when conducting township business.
- CLT will reimburse employee for all reasonable expenses associated with conducting business (e.g. postage, office supplies)
- CLT will pay \$25 per hour including travel time, with a minimum of one hour, for work performed on behalf of the township.
- CLT will hire officer as a part-time employee and maintain all liability and workman's compensation insurance on his behalf.

Hours will be processed and remuneration issued on a monthly basis. Any change in this job description or contract by either party must go before the Crystal Lake Township Board for approval before implementation. This contract is between the Crystal Lake Township and the signing person only. Either party wishing to cancel this contract shall give cause and a cordial notification at will. Contract will commence upon signing for one year.

Enforcement Officer \_\_\_\_\_ Date: \_\_\_\_\_

CLT Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

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Telephone: 231-352-9791 Fax: 231-352-6689 Email: supervisor.clt@gmail.com