



Job description of record as of April 15, 2014

Blight or Junk or Nuisance Ordinance Enforcement Officer

General Description:

- Performs all physical, technical and record-keeping work related to guarding the general welfare of the township, and specifically upholding the Crystal Lake Township Ordinance (e.g. Blight, Junk, Nuisance)

Duties & Responsibilities:

- Observes or receives and investigates a variety of complaints from individuals (e.g. citizens, neighbors) or collectives (e.g. the CLT Board, environmental groups, neighborhood associations) regarding possible violations of the junk/blight/nuisance ordinances
- Approaches property owners with complaints to avoid official action
- Helps to develop solutions with violator to achieve compliance
- Writes and issues violation notices
- Provides pictorial and other evidence to document non-compliance scenes
- Conducts related research as requested or when applicable
- Maintains all paperwork, records and reports, related to job at CLT Hall
- Uses a computer to assist in communication, documentation, and maintenance of database containing all actions (e.g. field observations, complaints, interviews, inspections, evidence, violations, citation court proceedings, general reports to the Board)
- Represents the township and appears in court to testify regarding code violations
- Performs follow-up inspections to ensure that required improvements have been made
- Assists in drafting and rewriting ordinances, as well as participate in the development of forms and processes utilized to address various related issues

Physical & Intellectual Demands:

- Performs duties often outside, exposed to the elements and over rugged terrain
- Gives continuous attention to safe operating procedures to ensure the safety of all
- Demonstrates effective and tactful written and oral communication skills
- Has knowledge of principles and techniques of investigation
- Observes, interprets and adapts to special situations

- Deals diplomatically and legally with dissatisfied, argumentative and confrontational individuals
- Interacts effectively with, and reports regularly to, other township personnel
- Works effectively under stress, in adverse conditions, and against deadlines
- Works in the field independently with a minimum of supervision

Education and Knowledge:

- High School diploma or equivalent education
- Mathematical skills (e.g. the ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume)
- Working technology skills, (e.g. Microsoft Office, Arc GIS, GPS, still and video digital cameras)
- No prior experience necessary, but law enforcement or related experience highly desirable
- Familiarity with township geography
- Understanding of applicable township ordinance(s)

Special Certifications, Registrations & Licenses:

- Possesses a valid Michigan driver's license and maintains a good driving record

Supervision:

- Reports to township Supervisor and ultimately to the CLT Board