

TOWNSHIP OF ALPINE
JOB DESCRIPTION

CODE ENFORCEMENT OFFICER

Supervised By: Zoning Administrator
Supervises: No supervisory responsibility

General Summary

Under the supervision of the Zoning Administrator, administers, analyzes, and enforces the Township's general law and zoning ordinances. Provides assistance to citizens, educates the public on zoning issues, and coordinates with other governments.

Essential Job Functions

An employee in this position may be called upon to do any 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.

1. Inspects for compliance and enforces the Zoning Ordinance, General Ordinances, Civil Infractions Ordinance, Fill Permits, Special Land Uses, and any other zoning-related ordinances.
2. Keeps updated paper and computer files and issues official correspondence as needed on zoning related matters. Inspects site plan review decisions, monitors and seeks compliance with any conditions as determined by the Planning Commission and Zoning Board of Appeals.
3. Inspects, monitors, and investigates uses of properties in the Township to ensure that all uses meet the requirements of the Zoning Ordinance. Cooperates with the Planning Director, Zoning Administrator, and Building Official on common enforcement projects.
4. Responds to inquiries, and provides guidance to residents, developers, builders, and Township Officials regarding zoning regulations as directed by the Zoning Administrator. Otherwise assists in providing adequate office coverage and customer service.
5. Monitors and handles complaints related to sand mines and special uses, as directed by the Zoning Administrator.
6. Enters ordinance enforcement information, schedules inspections, and updates the database accordingly.
7. Works with other governmental agencies as needed.
8. Performs other duties as requested by the Zoning Administrator or Building Official.

Required Skills, Knowledge and Abilities

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Requires a High School diploma. Additional formal education, career training or experience is preferred.
- Requires a valid Michigan driver's license and must have access to a reliable vehicle to perform required duties.
- Requires general computer skills and proficient written communication skills.

- Ability and willingness to pursue professional development opportunities and remain abreast of current issues and progressive methods related to the professional field, including obtaining professional credentials or certifications as appropriate.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with developers, residents, elected officials, employees, other governmental and regulatory agencies, and professional contacts.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

Physical Demands and Work Environment

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

An employee in this position spends time working in the field at various sites. This may include sites with treacherous terrain requiring the employee to traverse uneven ground, climb up or crawl down to access with site, and may involve fumes, dust, chemicals, or other hazardous materials, loud machinery and equipment and other dangers. The employee also spends time in an office setting to complete administrative duties.

An employee in this position must have the strength, stamina, and physical coordination needed to gain access to the site described above.