



CODE ENFORCEMENT OFFICER JOB DESCRIPTION

Position: Code Enforcement Officer
Supervised By: Senior Code Enforcement Officer
Supervises: None
FLSA Status: POAM
Status: FLSA Non-Exempt

General Summary

Under the direction of the Chief of Police and the Senior Code Enforcement Officer, the Code Enforcement Officer is responsible for enforcing Village ordinances related to zoning, property maintenance, signage, public nuisance, parking, and other municipal regulations.

This position supports the Village's efforts to maintain community standards, public safety, and quality of life.

The Code Enforcement Officer responds to complaints, conducts field inspections, documents violations, and engages with property owners, residents, and businesses to achieve voluntary compliance or initiate formal enforcement actions when necessary.

The position may involve collaboration with other Village departments and may require court or administrative appearances related to enforcement matters. Occasional evening or weekend hours may be necessary to respond to time-sensitive issues or attend meetings.

This is a field-based position requiring regular patrol, property inspections, and the ability to work independently in varying environmental conditions.

Essential Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

- Conducts inspections and investigations throughout the Village to identify and address violations of zoning, property maintenance, nuisance, signage, parking, and other village codes, including issues such as disrepair, unpermitted construction, inoperable vehicles, unmaintained landscaping, and obstructed sidewalks.
- Responds to complaints from the public, Village staff, and other departments regarding potential code violations and determines the appropriate course of action.
- Issues notices of violation, citations, and stop-work orders in accordance with Village procedures and applicable laws.
- Prepares clear and detailed documentation, including written reports, photographs, and other evidence, to support enforcement actions or legal proceedings.

- Coordinates with the Zoning Administrator, Police Department, and other agencies as needed to support enforcement efforts.
- Represents the Village in court or administrative hearings related to code enforcement matters when directed.
- Assists in the interpretation and application of Village ordinances during enforcement activity.
- Provides information and guidance to residents, business owners, and contractors to promote awareness and voluntary compliance with Village codes.
- Maintains accurate and up-to-date records of inspections, violations, and enforcement actions using the Village's case management system.
- Conducts inspections of vacant, abandoned, or foreclosed properties to ensure safety, security, and ordinance compliance; notifies property owners of any hazards or violations.
- Carry a department-issued firearm in accordance with department policy and complete required firearms qualifications on a scheduled basis.
- Maintain proficiency in the safe handling, use, and retention of assigned firearm.
- Assists on-duty police officers as needed or as directed, including support during investigations, traffic control, or ordinance-related matters.
- Performs related duties as assigned by the Chief of Police or Senior Code Enforcement Officer.

Tools and Equipment Used:

Village-issued vehicle for patrol and inspections, firearm, non-lethal weapons, two-way radio and/or department-issued mobile phone, laptop, tablet, or other electronic devices for field reporting, digital camera or mobile device for photographic documentation, code enforcement software (GOGOV), Microsoft Office Suite (Word, Excel, Outlook, etc.), printer, copier, and scanner, building and zoning code reference materials, parking enforcement tools handheld ticketing printer.

Required Minimum Qualifications

Education and Experience:

- High school diploma or equivalent.
- Possession of a valid State of Michigan driver's license
- Free from felony convictions
- Ability to successfully pass a comprehensive background investigation
- Ability to pass a pre-employment drug screening and physical examination

Necessary Knowledge, Skills, and Abilities:

Work involves performance requiring some skills or special knowledge acquired through specific training and experience.

- Knowledge of municipal codes, zoning ordinances, and property maintenance standards.
- Familiarity with legal procedures related to code enforcement, including issuing citations and preparing for court hearings.
- Ability to interpret, apply, and explain applicable laws, regulations, and ordinances.
- Strong observational and investigative skills for identifying and documenting code violations.

- Proficiency in using computers, mobile devices, and software systems for recordkeeping and reporting.
- Effective written and verbal communication skills for interacting with the public, property owners, and government officials and for preparing written reports.
- Ability to remain professional, impartial, and calm in confrontational or emotionally charged situations.
- Strong organizational skills and the ability to manage multiple cases and deadlines.
- Ability to work independently and exercise sound judgment in the field.
- Physical ability to walk, stand, and drive for extended periods, and to access a variety of property conditions and terrain.
- Ability to maintain confidentiality and handle sensitive information with discretion and professionalism.
- Ability to exercise discretion and sound judgment in the application of enforcement authority and compliance procedures.
- Commitment to providing high-quality customer service and maintaining positive community relations.
- Demonstrated knowledge of firearm safety, handling, and applicable use-of-force protocols.
- Ability to meet and maintain department firearms qualification standards.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear. The employee is frequently required to use hands to handle or operate objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl during inspections of various properties and structures.

The position requires the ability to exert moderate physical effort, typically involving some combination of walking, climbing stairs or uneven terrain, reaching, and lifting or moving objects weighing up to 20 pounds. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work is performed both in an office setting and outdoors in various weather conditions. The employee may be exposed to heat, cold, rain, snow, loud noises, dust, odors, animals/wildlife, or potentially unsafe property conditions such as debris, poor lighting, or structural hazards. The noise level in the work environment ranges from quiet (office) to moderately loud (field inspections or traffic areas).

Application:

The duties listed above are intended only as illustrations of the various types of work that may be performed. This description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position 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.

Adopted: 07/14/2025
Revised: