



## **SENIOR CODE ENFORCEMENT OFFICER JOB DESCRIPTION**

**Position:** Senior Code Enforcement Officer  
**Supervised By:** Chief of Police  
**Supervises:** Code Enforcement personal  
**FLSA Status:** POAM  
**Status:** FLSA Non-Exempt

### **General Summary**

Under the direction of the Chief of Police, the Senior Code Enforcement Officer is responsible for overseeing the Village's code enforcement operations, ensuring compliance with village ordinances related to zoning, property maintenance, signage, public nuisance, and related regulations. The Senior Officer supervises part-time code enforcement staff and coordinates with Village departments to support community standards, safety, and quality of life.

This position serves as the primary point of contact for code-related concerns, assists in ordinance interpretation, and facilitates effective communication with residents, businesses, and contractors.

The Senior Officer works closely with the Chief of Police to implement enforcement strategies and may represent the Village in court or administrative proceedings as needed.

This position may require occasional evening or weekend hours to respond to time-sensitive violations or attend meetings. The Senior Code Enforcement Officer is a working supervisory position and will regularly conduct field inspections and investigations.

### **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.

- Supervises and schedules code enforcement staff to ensure consistent and effective enforcement of Village ordinances.
- 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 and other departments regarding potential code violations; determines appropriate course of action.
- Issues notices of violation, citations, and stop-work orders in accordance with Village procedures and applicable laws.
- Prepares case documentation, including reports, photographs, and evidence for potential legal or administrative action.

- Works closely with the Village Attorney, Building Officials, Zoning, Police Department, and other agencies on enforcement actions and legal proceedings.
- Represents the Village in court or administrative hearings related to code enforcement matters.
- Assists with the review and interpretation of ordinances and recommends updates or changes to existing regulations.
- Provides education and outreach to residents and businesses to promote voluntary compliance and understanding of Village codes.
- Maintains accurate records of inspections, violations, and enforcement actions in the Village's tracking systems.
- Conducts regular inspections of vacant and foreclosed properties to assess safety, security, and compliance with Village ordinances; notifies property owners of any violations or hazards and initiates appropriate enforcement actions as necessary.
- Attends meetings as needed, including Planning Commission, Council, or community events to provide updates or answer questions related to code enforcement.
- Responds to time-sensitive or high-priority violations that may occur outside of regular business hours.
- 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 providing support during investigations, securing scenes, traffic control or addressing ordinance-related matters.
- Maintains a comprehensive monthly report documenting all ordinance enforcement activity, including but not limited to reported and discovered violations, compliance actions, hours worked, and an updated list of abandoned, foreclosed, or vacant properties. Submits the report to the Chief of Police by the end of each month.
- Performs related duties as assigned by the Chief of Police.

### **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.
- Minimum of one (1) year of experience in code enforcement, municipal inspection, or a related field
- 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: