

Clement Township, Michigan  
Job Description

Blight Enforcement Officer

**Supervised by:** Township Board

**Position Summary:**

Under the supervision of the Township Board, conducts on-site inspections throughout the Township to determine compliance with blight ordinances. Investigates potential violations, follows established procedures for achieving abatement and compliance where warranted, maintains related records, and performs other related duties.

**Essential Job Functions:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily

1. Provides proactive enforcement and responds to complaints of property maintenance code violations including blight, animal, weeds/grass ordinances.
2. Conducts on-site inspections of properties to determine conformity with applicable blight ordinances.
3. Enforces ordinances by conferring with property owners, issuing warnings, correction notices, issue and serve Clement Township Blight Violation Citations, and follow established methods of progressive action.
4. Conducts enforcement activities in a fair and consistent manner. Interviews parties to a complaint or violation, and otherwise investigates complaints in a comprehensive and unbiased manner. Seeks voluntary compliance, where possible.
5. Documents the facts and procedures of incidents, using standardized written reports of findings and photographs when appropriate. Prepares summary reports of activities as requested, and completes other administrative requirements as necessary.
6. Performs follow-up functions, including re-inspections, logging of complaints/activities, monitoring the status of citations and notifying involved parties of the status.
7. Explains, interprets and provides guidance regarding property maintenance to the public, property owners, and municipal officials.
8. Assists in preparing cases for court proceedings. Prepares documentation for the Township's legal counsel and testifies concerning specifics of particular cases.
9. Shares relevant information with other departments, coordinating activity when appropriate.
10. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

**Requirements include the following:**

- A high school diploma or the equivalent.
- A State of Michigan Vehicle Operator's License and owned, insured, vehicle.
- Must be able to successfully pass a background investigation.
- Thorough knowledge and understanding of locally-adopted ordinances.
- Skill in interpreting, applying and enforcing ordinances.
- Skill in using standard office equipment, computer, measuring tools, and camera.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with property owners, the public, other professional contacts and municipal officials.
- Ability to critically assess situation, solve problems, and work effectively within deadlines.
- Ability to work efficiently with limited supervision.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading and writing
- Ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters, and responses to requests for information.

**Physical Demands and Work Environment:**

While performing the duties of this job, the employee frequently works in a business office setting and regularly works outdoors. The employee is frequently exposed to outside weather conditions.