

MANSFIELD TOWNSHIP
JOB SPECIFICATION
ORDINANCE ENFORCEMENT OFFICER

JOB DESCRIPTION

An employee in this job completes and oversees a variety of assignments to ensure that the Mansfield Township ordinances and regulations are adhered to in the provision of public services.

Under the supervision and direction of the Supervisor and Township Board, the employee performs a range of professional ordinance enforcement assignments. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on township ordinances. Guidelines are available from the Mansfield Township Board but may require adaptation or interpretation to determine appropriate courses of action.

JOB DUTIES

Conducts investigation and analyzes complaints relative to township ordinance violations as directed by the Mansfield Township Board.

Investigates suspected violations of township ordinances as the township board determines.

Prepares detailed reports of findings or ordinance violations

Issues and serves ordinance violation notices at the direction of the township Board.

Appears in court or other judicial or quasi-judicial proceedings to assist in prosecution of ordinance violations,

Maintains records and prepares reports and correspondence related to work

Performs other ordinance enforcement duties as may be delegated by the board.

JOB QUALIFICATIONS

Knowledge of township ordinances, policies, and procedures related to work

Ability to provide testimony in courts of law.

Ability to observe critically and determine appropriate courses of action.

Ability to maintain records and prepare reports and correspondence related to work.

Ability to deal with potentially hostile situations.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

WORKING CONDITIONS

Requires travel throughout Mansfield Township.

Requires an employee to work in a possible hostile environment.

Requires an employee to work in adversarial situations and try to avoid confrontation at all times.

PHYSICAL REQUIREMENTS

None

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS

An individual serving in this position SHALL BE BONDED and shall serve pursuant to an independent contract for such term as may be designated.

Possession of a valid Michigan Driver's License.