

**CITY OF LATHRUP VILLAGE  
JOB DESCRIPTION**

**BUILDING DEPARTMENT – CODE ENFORCEMENT**

PART-TIME POSITION

**Supervised By:** City Administrator  
**Supervises:** No supervisory responsibility  
**Classification:** Part-time

**Position Summary:**

Under the supervision of the City Administrator, performs a variety of duties related to the City's building department activities. Performs inspection work related to code and ordinance compliance and enforcement to ensure adherence to local and state codes, regulations, and standards. Processes permits, schedules inspections, and coordinates with the Building Official and other departments. Prepares correspondence, records, reports, and related work as required.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all 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. Patrols the city and inspects various locations for compliance with applicable State and local codes, ordinances and governing regulations.
2. Enforcement of minimum property maintenance standards and conditions of residential and commercial properties, buildings, and structures.
3. Advise property owners and/or tenants of code violations through direct contact when possible to seek voluntary compliance where standards are not met. Inform and advise property owners and/or tenants regarding related ordinances and taking the appropriate corrective measures to enforce codes and ordinances.
4. Responds to complaints of potential code violations related to signage, building occupancy, housing conditions, zoning and land use, various nuisances violations including animals, noise, dumping, clearing, polluting, unlicensed and inoperable vehicles, trash, debris, overgrown grass, and all other code related matters that fall within the jurisdiction of the department.
5. Compile code violation documentation and prepare documentation for prosecution when owners or tenants fail to comply, and testify in court when required.
6. Issue corrective and Emergency Orders with concurrence by the Building Official or City Administrator to ensure compliance.
7. Arrange for boarding/securing of vacant structures to protect persons and property.
8. Responds to standard and complex inquiries and provides general information to citizens regarding City operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate party.

9. In collaboration with the City's Building Official and City may coordinate and provide oversight of trades inspections, permit process, and code enforcement activities. Works with engineers, contractors, other City departments, and the public to coordinates City projects, initiatives, and activities.
10. Supports and participates in the processing of a wide range of permits from contractors and the general public including building and associated trades permit applications. Coordinates activities with the Building Official, schedules inspections, and reviews special use applications and zoning appeals. Calculates and collects the proper fees related to permits. Generates monthly permit reports for the County Assessor and City Administrator.
11. Assists property owners and the general public with compliance issues or general questions. Provides information and advice regarding code requirements.
12. Assists with inspections and administration of Rental Registration and Inspection Program.
13. Enters data in BS&A system, creates and maintains spreadsheets, and prepares standard and special reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents.
14. Researches various issues as assigned and makes recommendations to the Building Official and/or City Administrator, which will enhance public safety regarding building code and ordinance requirements.
15. Assists with preparing information for Boards, Commissions and other bodies as directed. Attends meetings and presents information as required.
16. Serves as a back-up to other City/Building Department functions as operational needs demand.
17. Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars.
18. Performs other 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- Preferred: Ability to obtain certification as a Property Maintenance and Housing Inspector or Building Inspector.
- Preferred: Two or more years of experience in building/zoning permits, or related municipal code enforcement, housing inspection or related activities required. Previous municipal experience preferred.
- Preferred: Experience in Michigan Construction Codes, BS&A Software for processing building permit applications (plumbing, electrical and mechanical) and all facets of Code Enforcement and building/code inspections.
- Preferred: Experience with conducting field inspections and familiarity with building codes and ordinances.

- State of Michigan Vehicle Operator's License, a satisfactory driving records, and the ability to maintain one throughout employment.
- Excellent customer service skills, including responding diplomatically to customer and internal questions and complaints.
- Strong knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Strong organizational skills and ability to prioritize and complete multiple projects and tasks.
- Knowledge of the laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development.
- Knowledge and understanding of the policies and procedures specific to building inspection operations.
- Skill in maintaining and updating accurate records, preparing reports, and evaluating complex information.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to safely enter and exit a motor vehicle multiple times a day, and to physically work in ALL outdoor environments.
- Ability to learn and interpret local and state codes and ordinances and related laws and regulations.
- Ability to type, enter data, and complete mathematical computations with speed and accuracy.
- Ability to gather data, conduct research, and prepare accurate records and reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings and events outside of normal business hours and travel to other locations.
- This position may be required to respond to emergency calls during the non-regular scheduled work hours, including nights, weekends, and holidays. Some night meetings may also be required.
- Work week anticipated to average 20 to 30 hours per week.

### **Physical Requirements and Work Environment:**

*The physical demands and work environment 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 job.*

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is occasionally required to travel to locations within the City and work outside the office at various events and community activities. The employee may be required to exert moderate physical activity and lifting moderate to heavy items and/or equipment. The employee may be required to traverse uneven ground, stand, walk, stoop, kneel, crouch, or crawl, and encounter fumes, dust, chemicals or other hazardous materials and equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, or moving mechanical parts. The noise level in the work environment is usually quiet, and may be loud in field situations.

The City of Lathrup Village provides is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

### **Selection Guidelines**

- Formal Application (cover letters and resumes may be included with the application)
- Rating of Education and Experience
- Oral Interview
- Reference Check
- Job Related Tests May Be Required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Building Department - Code Enforcement position is a part-time employee of the City of Lathrup Village, appointed by the City Administrator. The appointee is responsible to the City Administer. The person holding the position is also subject to the rules, policies, and contracts with the City of Lathrup Village that effect all administrative employees.