

VILLAGE OF PORT SANILAC
Job Description

JOB TITLE: PART TIME ORDINANCE ENFORCEMENT OFFICER

NON-UNION, SALARY, TO BE DETERMINED

SUMMARY:

Under the supervision of the Governance Committee enforces the Village of Port Sanilac Ordinances and provides general assistance to citizens, county and Village officials, with ordinance related problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

1. Travels to various parts of the village in response to complaints and requests for assistance, from village residents, or as a part of a predetermined schedule or route.
2. Investigates complaints to confirm them, if there is a violation, talk with the person responsible for the violation, give verbal notice to comply with ordinance. Check at end of notice time for compliance.
3. May be required to issue citations for various violations.
4. May be required to appear in court.
5. Inspect village businesses for violations before issuing village licenses.
6. Keeps records of all complaints in numerical order for future reference.
7. Observe and report all traffic lights and street signs in need of repair. Inspect and recommend new traffic signs where needed.
8. Be a liaison between Village, Sherrif Department and the citizens of the Village of Port Sanilac
9. Enforce all village ordinances and help other village departments if needed.

The above statements are intended to describe the general nature and level of work being performed by the person assigned this classification.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Education: Possession of a high school diploma or its equivalent.

Experience:

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS AND VEHICLE:

Valid Operator's License, reliable licensed and insured personal vehicle. Vehicle use will be reimbursed per current IRS Reimbursement Guidelines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

COMMENTS:

The qualifications listed above are guidelines. Other combinations of educations and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.