

Ordinance Enforcement Officer
Edenville Township
Job Description

Enforce the approved Edenville Township Ordinances:

1. Zoning
2. Solar
3. Public Nuisances

Duties & Responsibilities:

1. Enforce the ordinances of Edenville Township
2. Collaboration: Work closely with Township Board, Township teams, and other municipal officials to ensure high customer satisfaction. Including but not limited to blight and public nuisances.
3. Proactively address blight issues.
4. Collaborate with Planning Commission and Zoning Enforcement Officer to:
 - a. develop strategies to better Edenville township consistent with Master Plan.
 - b. revise and develop new ordinances to assist with the operation of Edenville

These responsibilities highlight the importance of a Ordinance Enforcement Officer in maintaining and improving the compliance and effectiveness of township Ordinances.

This role requires the ability handle resident complaints and constructively work with folks who are violating ordinances (typically blight).

Reports to: Township Supervisor

Salary - based on activities that will be mutually agreed to between candidate and Board (e.g. responding to a complaint, following up to a complaint, working with resident, working with offender, court appearances, administrative duties).

NOTE: Township will supply postage and stationary, incumbent must keep detailed records and log in a shared computer file.

Applicant must have transportation, access to a computer, and a phone with voice mail.

This is not a 9 – 5 type of job, there will be some evening and likely weekend work required.