

Sanborn Township, Alpena County, Michigan
Job Description
Blight Enforcement Officer

Supervised By: Township Supervisor

Position Summary:

Under the supervision of the Supervisor and the Township Board, follows up on written complaints as required throughout the Township to determine compliance with blight ordinances. Investigates potential violation, 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.
2. Conducts on-site inspections of properties to determine conformity with applicable blight ordinances, upon 2 written complaints.
3. Enforces ordinances by conferring with property owners, issuing warnings, violations, and correction notices, and following 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 as specified by the Township Board of findings and photographs when appropriate. Prepares summary reports monthly of activities as requested by the Township Supervisor, on or before the Friday before the monthly Board meeting.
6. Performs follow-up functions, including re-inspections, logging of complaints/activities, monitoring the status of citations and notifying involved parties of 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 equivalent.
- A State of Michigan Vehicle Operator's License and owned, insured, vehicle.

- Must successfully pass a background investigation.
- Thorough knowledge and understanding of locally adopted ordinances.
- Skill in interpreting, applying, and enforcing ordinances.
- Must own standard office equipment, including computer, measuring tools, camera, phone, and printer.
- 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 situations, 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.

ACKNOWLEDGEMENT:

I, _____ have read this complete Job Description titled Blight Enforcement Officer and understand it completely.

I also acknowledge that the Job is not limited to the description and may require updating and changes to adapt to my environment, per the policies set forth by the Township of Sanborn.

Print Name

Employee's Signature Date

Supervisor's Signature Date