

TORCH LAKE TOWNSHIP

JOB DESCRIPTION

(Approved Board Meeting July 1, 2015)

Date: _____

Applicant _____

Title: Ordinance Enforcement Officer

Reports To: Township Board

Employment Hours: Part-time/ seasonal up to 25 hours per week, intermittent work hours, on call and as needed from May 15th to October 15th.

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the person assigned to fulfill these responsibilities.

RESPONSIBILITIES

A. The Ordinance Enforcement Officer is authorized to enforce all ordinances of the township whether heretofore or hereafter enacted by the township board. Such enforcement will be in addition to and/or in concert with the Zoning Administrator and the statutory duties of the township supervisor or as may be assigned by the township board. The enforcement will include the following:

1. Investigation of suspected or citizen complaints of possible non-zoning ordinance violations.
2. The sending of letters of warning related to ordinance violations.
3. The issuing of and serving appearance tickets as authorized under 1968 Public Act 147, as amended (MCL764.9c)
4. The issuing and serving municipal ordinance violation notices and municipal civil infraction citations as authorized under 1994 Public Act 12, as it may from time to time is amended (MCL600.8701 et. seq).
5. Appearance in court or other quasi judicial proceedings as a witness to a violation or to assist, as needed in the prosecution of ordinance violators.
6. Other duties that may be assigned by the Township Board and/or the Township Supervisor.

B. The primary duty of the Ordinance Enforcement Officer (OEO) will be to maintain a presence at the Township 'Bill Good' Day Park and Torch Bay Nature Preserve. The OEO is expected to use a large portion of time during holidays and high usage weekends at these places along with making short patrols of the boat ramp on West Torch Lake Drive and road ends on

Lake Michigan. Specific duties include monitoring vehicle parking, provide assistance, when needed, with boat ramp fee envelopes. Some of the OEO's time should be to visit these places after closing times during the week.

During slower times during the season, the OEO is expected to patrol township roads looking for any potential safety issues such as damage from trees, road erosion, pot holes, missing signs. These are to be reported to the township supervisor.

- C. The Ordinance Enforcement Officer prepares all reports and maintains all records as required by law, township regulation, or policy related to non-zoning township ordinances. Assists in preparing documentation and responses for Township Board inquiries, litigation and court appearances. The OEO will participate, as requested, in the development of organizational procedures, forms, and township policies as they may relate to non-zoning ordinances. They will maintain confidentiality of ordinance violations and enforcement unless directed by the township board.
- D. The Ordinance Enforcement Officer may be assigned responsibility to perform liquor license inspections following the guidelines of the Michigan Liquor Control Commission and applicable State statutes. If assigned, they must accept training and certification and to keep current regarding appropriate practices and procedures related to liquor inspections.
- E. The Ordinance Enforcement Officer will maintain good public relations with residents, property owners and the general community.
- F. The Ordinance Enforcement Officer will have access to vehicle, trailer and boat license and registration information through a contract with the Michigan Department of State and Torch Lake Township for the purpose of identifying owners of vehicles, trailers and boat that is involved in possible township ordinance violations. Obtaining such information must relate directly to the duties of the Ordinance Enforcement Officer and shall not be shared with any entity other than a member of the Township Board, courts of jurisdiction and police enforcing agencies. All such inquiries shall be reported in writing within 24 hours to the Township Supervisor and are to be kept confidential.
- G. The Ordinance Enforcement Officer will provide a written monthly report for the Regular Township Board Meeting. They will report directly to the township supervisor and they are accountable to the Township Board. They are required to attend the all regularly scheduled board meetings to answer any questions about the OEO monthly report, and to provide input about an agenda item or matter they wish to bring to the board's attention. At any time they may be released from the full meeting. They may also be asked to attend other township meetings as requested by the township supervisor. They may also be assigned other duties, by the Township Board.

Qualifications

1. Ability to interact and communicate effectively.

2. Ability to use independent judgment and to manage and maintain confidential information.
3. Ability to communicate in writing, including the use of the internet.
4. Ability to gather data and compile reports for the board.
5. Must be willing to appear in court on behalf of the township.
6. Education: High School Diploma or equivalent.
7. Ability to introduce himself or herself to residents at their homes, at homeowners meetings and other local meeting of township residents.
8. Must maintain a telephone number where he or she may be reached.
9. Must have reliable transportation for use as the township OEO.

Additional Working Conditions:

1. Operation of a vehicle after sundown and during inclement weather conditions.
2. The work will normally be performed both out-of-doors and in an interior/office environment.
3. Limited physical effort is required.
4. Limited exposure to physical risk.
5. Any suspicious or criminal activity is to be reported to the Antrim County Sheriff's office.
6. Must carry a Torch Lake Township Identification.

**TORCH LAKE TOWNSHIP
BOARD OF TRUSTEES**

JOB DESCRIPTION

Title: Ordinance Enforcement Officer

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position of Ordinance Enforcement Officer. The Ordinance Enforcement Officer will serve at the will of the township board and I will be required to follow the instructions and perform the duties as described in the job description and as it may be changed or amended by the Township Board and/or the laws of the State of Michigan.

(Supervisor)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

(Employee)

(Date)