Bloomfield Township

Seeking a qualified candidate for the position of
Part-time Ordinance Enforcement Officer

Under the direction of the Director of Planning, Building & Ordinance, the duties related to this position include the overall understanding, policing and enforcement of both general and zoning ordinances as they relate to residential and commercial properties. Under general supervision by the Lead Ordinance Officer, this requires investigation, documentation, implementing legal action when necessary, and follow-up and tracking procedures in obtaining compliance of the Township ordinances.

The applicant will be required to prepare written reports, keep accurate and detailed records, and follow all projects until compliance is met. Interaction with the public is daily. Excellent written and verbal communication skills and computer skills are required.

Minimum qualifications:

- Minimum of three (3) years of responsible experience with a municipality, with some practical experience in code and zoning experience, building or field related inspections.
- Minimum of a high school diploma with a College Associated Degree preferred.
- Ability to work effectively and establish good working relationships with the public and other employees.
- Ability to handle stressful situations and effectively deal with difficult people on a daily basis.
- Possess above average communication skills, particularly the ability to speak and write effectively.
- Possess above average computer skills in order to communicate ordinance information as it relates to letters, violation notices and related documentation.
- Ability to understand and work with architectural and engineering drawings, maps and site plans
- Ability to organize and work effectively.
- Ability to prepare accurate reports and keep complete and accurate records in connection with the inspection of complaints, thereby developing a history of the violation.
- Operational knowledge of the Oakland County parcel database.
- Must maintain a valid driving license and a good driving record.

Qualified candidates should provide a cover letter and a resume with a requested hourly wage to Bloomfield Township, 4200 Telegraph Road, Bloomfield, MI 48302 Attention: Patricia Voelker, Director of Planning, and Building & Ordinance, or pvoelker@bloomfieldtwp.org.

Posted: September 22, 2020