



CHARTER TOWNSHIP OF COMMERCE

CODE ENFORCEMENT MANAGER – SALARY

JOB DESCRIPTION

Board Approval: 10/22/2024

General Summary

This is a professional position responsible for enforcing Township ordinances. Under the direction of the Township Supervisor, the Code Enforcement Manager is responsible for overseeing and supervising ordinance enforcement officer(s), investigating potential violations, developing and implementing enforcement strategies and collaborating with other departments and community stakeholders. This is a supervisory role to uphold the physical appearance of the township and protect the health and safety of the community.

Duties and Responsibilities

- Plans, directs, coordinates, reviews and oversees the work of the ordinance department.
- Assigns work activities, projects and programs; reviews and evaluates work methods and procedures, while enforcing codes and regulations for a wide variety of township land use, building, and property maintenance.
- Supervises and meets with staff to identify and resolve problems; reviews and evaluates the work of the ordinance officer(s).
- Develops goals and objectives for programs. Recommends and administers policies and procedures. Identifies opportunities for improving enforcement strategies.
- Analyze and presents ordinance department budget to support funds needed yearly for equipment, materials and supplies.
- Manage both full and part time ordinance department employee(s). Hold employees accountable in conducting their job duties.
- Supervises, trains, and evaluates work of ordinance department; provides and coordinates training and development including coaching, counseling and discipline.
- Interact and maintain communication with the Township Supervisor, Building Official and Township Attorney Office on assigned case investigations. Assist with reviewing, researching and analyzing investigative cases. This position must be able to testify in court cases as they arise.
- Manage and handle difficult compliance cases; explain Township Ordinances relating to building, zoning, and land use to residents, business owners, and contractors.
- May be required to present ordinance department overview to Township Board.
- Support the Townships policies, goals and objectives and work interdepartmentally to ethically achieve such goals and objectives; ensure compliance with safety procedures.
- Be flexible with work schedule to handle township code enforcement tasks that may occur outside of regular business hours.

Required Skills

- Ability to establish and maintain cooperative working relationships with internal peers as well as the general public.
- Proficient in computers, such as windows based applications, word processing, and systems or software related to code enforcement and data management.
- Knowledge of basic principles and practices used in enforcement of local ordinances, codes, laws and regulations.
- Negotiation skills, through verbal and/or written communication.
- Reading maps, plats and drawings.

Qualifications

- Valid Michigan driver's license
- Work experience performing code enforcement duties or related field
- Work experience in a supervisory or management role
- Associates degree or skilled trades certificate or other continuing education certificate

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be constructed as an exhaustive list of all job duties performed by personnel so classified.

Physical Requirements

Work is performed in a standard office environment and outdoors. May require frequent standing, walking, bending, stooping, sitting and operation of a computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 30 pounds. Requires operation of a vehicle.

The Charter Township of Commerce values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.