

**CHARTER TOWNSHIP OF TEXAS**

7227 WEST Q AVENUE

KALAMAZOO, MI 49009

269.375.1591

www.texastownship.org

POSITION DESCRIPTION

Position Title:	Ordinance Enforcement Officer	Position Creation Date:	
Department:	Planning Department	Last Revision Date:	04/28/2025
Union or Non-Union:	<input type="checkbox"/> Union <input checked="" type="checkbox"/> Non-Union	POSITION CLASSIFICATION	
Supervisor's Title:	Planning Director	Regular FT	<input type="checkbox"/>
		Regular PT	<input checked="" type="checkbox"/>
Direct Reports (position titles only):		Temporary/Seasonal (6 mos. or less)	<input type="checkbox"/>
<ul style="list-style-type: none">N/A		Contract	<input type="checkbox"/>
		FLSA STATUS	
		Exempt	<input type="checkbox"/>
		Non-Exempt	<input checked="" type="checkbox"/>
If exempt, what is the annual salary range?		If non-exempt, what is the range for the hourly rate?	
\$	to \$	\$24.00	to \$30.00

SCHEDULE

How many hours per week?	<input type="checkbox"/> 20 <input type="checkbox"/> 24 <input type="checkbox"/> 32 <input type="checkbox"/> 40	<input checked="" type="checkbox"/> Other (please explain) 22 hours/week May require occasional evening or weekend work depending on community needs or enforcement demands.
Expected days to work regularly?	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	

POSITION SUMMARY

This section helps readers understand the role's significance and how it fits within the organization's structure. The summary should be 3-4 sentences. What is the primary function of the job? Importance to the organization? Key area(s) of focus?

The Ordinance Enforcement Officer is responsible for enforcing local ordinances related to zoning, property maintenance, nuisance abatement, signage, and other applicable codes in an equitable manner. This position investigates complaints, conducts field inspections, documents violations, and works with residents, property owners, and Township staff to achieve voluntary compliance or initiate enforcement action as necessary.

NOTE: The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.



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ESSENTIAL DUTIES

In order of importance, list the primary responsibilities of this position and estimate the percentage of time spent on each responsibility.

1	Investigates complaints and proactively monitors public and private property for compliance with Township ordinances related to zoning, property maintenance, signage, nuisance, illegal dumping, noise, and other code provisions and facilitates follow-up as needed.	40	%
2	Issues verbal and written warnings, correction notices, civil infractions, and citations; seeks voluntary compliance where possible and initiates progressive enforcement when necessary.	20	%
3	Prepares accurate documentation of violations, including written reports, correspondence, photographs, and inspection records; enters enforcement data into BS&A or other designated databases.	10	%
4	Maintains communication with complainants and property owners, providing updates and guidance as appropriate; responds to inquiries and educates the public on ordinance requirements and enforcement procedures.	5	%
5	Coordinates enforcement activities with other Township departments and/or contracted services, including Planning, Building, Fire, Police, Engineering, and legal counsel.	5	%
6	Prepares materials and testifies in court or administrative proceedings to support enforcement actions; may be required to attend hearings outside regular business hours.	5	%
7	Assists the Planning Director with compiling and presenting monthly enforcement activity reports to the Township Board; may attend Board meetings as requested.	5	%
8	Supports general customer service functions in the Township office; provides ordinance-related guidance and helps resolve complex or sensitive constituent issues.	4	%
9	Maintains regular office hours and performs other related duties as assigned.	5	%
10	Other duties and responsibilities are assigned by the Planning Director.	1	%

MINIMUM QUALIFICATIONS

Required Minimum Education:	<input checked="" type="checkbox"/> High School Diploma/GED	<input type="checkbox"/> Associate's degree or 2 years of college
	<input type="checkbox"/> Bachelor's degree	<input type="checkbox"/> Master's degree

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Required Experience:	Two (2) years of experience in ordinance/code enforcement, inspection, law enforcement, or a related field.
Required Licenses or Certifications:	A Michigan Driver's License with reliable transportation.

Preferred Skills, Knowledge and Abilities:	<ul style="list-style-type: none"> • Strong verbal and written communication skills, with the ability to communicate professionally and diplomatically in routine and contentious situations. • Excellent interpersonal and conflict resolution skills; capable of building effective working relationships with citizens, Township officials, staff, and external stakeholders. • Demonstrated ability to exercise sound judgment, initiative, and resourcefulness in resolving complaints and enforcing ordinances. • Highly organized and detail-oriented, able to manage multiple tasks, maintain accurate records, and adapt to changing priorities under pressure. • Proficient in using computers and software applications, including Microsoft Office and ordinance/code enforcement databases (e.g., BS&A). • Knowledge of zoning regulations, municipal codes, and general ordinance enforcement practices. • Understanding of local government operations and the ability to interpret and apply Township ordinances, codes, and regulatory procedures. • Capable of conducting fair, unbiased investigations and maintaining professionalism in confrontational or emotionally charged situations.
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WORK ENVIRONMENT/CONDITIONS			
Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street environment (near moving traffic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confined space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Shop environment (maintenance/repairs take place)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the community (resident homes, businesses)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditions	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individuals with known violent backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (below 32 degrees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, substances, or waste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noises (85+ decibels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL DEMANDS			
Physical Demands	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What weight is the employee expected to lift or carry, with or without accommodation?	Seldom or Never	Sometimes or Occasionally	Frequently or Often
10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100+ lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What height is the employee expected to work, with or without accommodation?	Seldom or Never	Sometimes or Occasionally	Frequently or Often
4 feet (general industry standard)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6 feet (requires fall protection)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 feet (scaffold work requiring fall protection)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-30 feet (some specialized work environments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TRAVEL & MOBILITY			
	Seldom or Never	Sometimes or Occasionally	Frequently or Often
How often does this position require the employee to drive a vehicle for work-related duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION, HEARING & COMMUNICATION		
	Yes	No
Does this position require specific visual abilities (e.g., close vision, distance vision, color vision, depth perception)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is hearing acuity required for tasks such as communicating in noisy environments or detecting alarms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require clear verbal communication in person, over the phone, or via radio?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BENEFITS ELIGIBILITY		
	Yes	No
Elected Official's Deputy (e.g., Deputy Clerk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Health benefits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile Device Stipend?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automobile Stipend?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flex Scheduling (regular or seasonal)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hybrid Work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Remote Work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Compressed Workweek?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

FOR COMPLETION BY HUMAN RESOURCES			
REQUIRED PRE-EMPLOYMENT CHECKS			
<input checked="" type="checkbox"/> Criminal History	<input type="checkbox"/> Credit History	<input type="checkbox"/> Drug Test	<input checked="" type="checkbox"/> Driving Record

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