

**CHARTER TOWNSHIP OF GRAND BLANC
JOB DESCRIPTION**

JOB TITLE: **Code Enforcement Clerk**

DEPARTMENT: Building

FLSA STATUS: Nonexempt

WAGE SCALE: Clerical II

UNION MEMBERSHIP: Chapter W

DESCRIPTION:

I. OVERVIEW

Under the supervision of the Building Official or other Administrator as designated by the Township Superintendent, this position assists the Building Official in the operation of the Building Department as well as providing support to the Zoning Administrator or Planning/Zoning Department.

II. QUALIFICATIONS

- **Education:** Associates Degree required; Bachelors Degree preferred in Urban Planning or related field.
- **Experience:** A minimum of two years of progressively, more responsible Municipal Government Administration experience or equivalent.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, other governmental and regulatory agencies, Attorneys, Building and Trade Contractors, Developers, Engineers, Architects and other various professional contacts and customers.
- A valid Michigan Vehicle Operator's License.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.
- Knowledge of general office operations and administrative duties as well as State laws, Zoning laws and Building Codes.
- Ability to critically assess situations; solve problems, and work effectively within deadlines, and changing work priorities.

**The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform the job, should be considered.*

III. DUTIES

- Receive and Issue Building Department specific applications in relation to Building (both Residential and Commercial), Electrical, Mechanical and Plumbing permits.
- Receive, review and issue Planning and Zoning specific applications in relation to Fence, Sheds, Signs and Site Permits as well as Land Division, Special Land Use and Variance Applications.
- Assist the Planning and Zoning Administrator in receiving and processing Commercial and Industrial Site Plans and review processes for new and existing developments.
- Receive, review and properly respond/resolve Township Code Enforcement complaints including logging all complaints into digital formats and performing on-site in the field inspections of Code and Property Maintenance Violations.
- Assist Township Police in issuing civil infraction tickets pertaining to Code Enforcement violations.
- Process, log and mail violation/invoice notices pertaining to Code Enforcement/Civil Infraction violations.
- Construct Conditional Plan Approval Letters based off noted Site Plan Review Committee requirements.
- Work in close relation with Township Planning and Zoning Consulting Firm on matters pertaining to the Township Zoning Ordinance.
- Type correspondence pertaining to complaints for Building Official and Code Enforcement Officers.
- Type correspondence pertaining to Planning and Zoning related issues such as Site and Township ordinance violations.

- Answer telephone for Building Department, Planning and Zoning Departments.
- Catalog plans received in both departments and maintain records.
- Provide applications for permits and maintain application handout rack.
- Schedule inspection requests received by voice mail, telephone or walk-in customers and prepare daily inspection logs for the Township Building Inspectors, the Township Electrical Inspector and the Township Plumbing and Mechanical Inspector.
- Post inspection results on department software and maintain files and notify contractors of issued permits.
- Maintain records of property with open permits; including the posting of inspections, Stop Work Orders, Code Enforcements, and Cease and Desist orders.
- Administratively close permits and code enforcements as directed.
- Process and submit contract inspectors' payroll information.
- Provide help with monthly reports of inspections and payroll information.
- Assist in ordering departmental supplies as required.
- Provide required copies, including copies of requested information for "Freedom of Information Act" (FOIA) as directed.
- File and maintain permit files.
- Assist other departments with building Department information as directed.
- Perform various other related duties as assigned.

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