

REDFORD TOWNSHIP EMPLOYEES' CIVIL SERVICE COMMISSION

15145 BEECH DALY ROAD
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COMMISSIONERS
Vacant
Duane Gregg
Randall Harrison

HR DIRECTOR
Derrick L. Washington

ORDINANCE ENFORCEMENT OFFICER

The Charter Township of Redford is accepting applications for a **Full-Time Ordinance Enforcement Officer**. An employee in this class **reviews property, construction sites, and other locations within the boundaries of Redford Township to ensure compliance to township, county, state and federal statutes, rules, ordinances, and other requirements.**

Salary: Starting, **\$21.63/hr.**, plus excellent partial paid benefits including health insurance, pension, vacation, sick leave, and 13 holidays.

Among the Requirements: High school diploma/GED; one year of related experience.

NOTE: A copy of your diploma, high school transcripts or G.E.D. must be presented if you are invited to interview.

Completed applications only will be considered for the position. Resumes in lieu of an application will **NOT** be considered. You may download our general employment application from our website, www.redfordtp.com. Send complete applications to personnel@redfordtp.com or deliver to the address below:

REDFORD TOWNSHIP PERSONNEL OFFICE
15145 BEECH DALY ROAD
REDFORD MI 48239

Or you may scan and email to personnel@redfordtp.com
(Faxes will NOT be accepted)

The probation period is one year from the date of hire or promotion.

CLOSING DATE FOR FILING:
By 11:59 P.M., **SEPTEMBER 9, 2022** or until the position is filled

THE CHARTER TOWNSHIP OF REDFORD IS AN EQUAL EMPLOYMENT OPPORTUNITY
EMPLOYER.

ORDINANCE ENFORCEMENT OFFICER

DEPARTMENT: Building & Safety Engineering

REPORTS TO: As Assigned

Purpose:

Review property, construction sites, and other locations within the boundaries of Redford Township to ensure compliance to township, county, state and federal statutes, rules, ordinances and other requirements.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following duties, responsibilities, tasks, knowledge, skills and other characteristics. This list of Duties and Responsibilities is ILLUSTRATIVE ONLY, and is not intended to be considered a comprehensive listing of all functions and tasks performed by positions in this class.

Example Duties/Responsibilities:

Enforce local ordinances and codes.

Investigate complaints and/or violations.

Issue summons and complaint violations as authorized.

Represent the township in court on ordinance matters.

Perform other duties as assigned or required.

Minimum Qualifications:

High school diploma/GED; one year of related experience.

Additional Information/Requirements:

Have a general knowledge of Township government and its concern for public services.

Have the ability to administer, understand and interpret ordinances which include historical development, implementation, and enforcement for the health, safety and welfare of the community.

Have the ability to communicate with the rest of the staff both orally and in writing. This officer must be able to communicate with the public and with other township and governmental agencies.

Be able to handle public relations and communicate with the township's residents, business community and other organizations.

May be required to work in all weather conditions.

Must possess and maintain a valid drivers license with five or fewer points.