



City of Hamtramck
3401 Evaline Avenue
Hamtramck, Michigan 48212
313/876-7700

Invites applications for the position of:
Part Time/Code Enforcement Officer
An Equal Opportunity Employer

Job Description Summary:

This is specialized technical work in investigating and enforcing City of Hamtramck ordinances, including but not limited to land use, zoning, lot mowing, signs, nuisance accumulations and construction contractor licensing. Incumbent has considerable customer contact and must have excellent customer service skills required to help achieve compliance. Work is performed in accordance with established codes and laws and the incumbent is required to exercise considerable independent judgment in the performance of day to day duties.

Essential Job Duties.

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Reports (in written form) all complaints and violations using report forms/computers, pictures and other evidence;
- Resolves complaints/violations with complainants and violators when possible. Follows up, records and reports activities until the problem has been resolved.
- Coordinates with other code enforcement officers, county departments and the public regarding follow up dispositions of violations. Investigates and enforces construction contractor licensing codes, ordinances, and regulations.
- Prepares and processes citations (violations, notices) and testifies before the Hearing Examiner, County Court, Lee County Construction Licensing Board or other legal proceedings having jurisdiction. Typical Qualifications: Requires any combination of education and experience equivalent to graduation from high school and two years of experience in code enforcement, construction licensing, and zoning, building construction or related field involving considerable public contact. Successful customer service contact is preferred. Possession of a valid driver's license with an acceptable driving record is required.

Education and Experience:

High School Diploma or GED. Minimum of one (1) year of experience in code enforcement, investigations, code interpretation or a related field, including experience working with the public, or an equivalent combination of education and experience to sufficiently perform the essential duties of the job such as those listed below. Must have valid Michigan Driver's License.

Knowledge, Skills and Abilities:

General Knowledge of applicable ordinances, laws, codes and regulations.
General knowledge of construction standards and inspection procedures
Ability to write reports, and tickets, and testify in court



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English/Arabic or English/Bengali preference
Ability to walk long distances, ride bicycles, & to stand for long periods of time
Ability to carry up to 25 lbs.
Ability to learn quickly and remain flexible in a fast paced work environment.
Ability to maintain neat and concise data
Must be willing to work flexible schedule, including evenings and weekends.
Basic skills in Microsoft Office (including: Word, Outlook, & Excel)

Documentation Requirements:

Please be sure to attach and email all required documents to your resume each time you apply. You will be deemed ineligible without the proper documentation.

1. Proof of valid State of Michigan Operators License
2. Proof of Education. Applicants must completely detail their work experience on the application or risk being disqualified.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.

Application Process: Print applications at <http://hamtramck.us/>, and email resumes to HR@hamtramckcity.com. Open until filled.