

LIMA TOWNSHIP

ESTABLISHED
1832



WASHTENAW COUNTY
MICHIGAN

P.O. BOX 59, CHELSEA, MI 48118, (734) 475-2246, www.twp-lima.org

JOB INTEREST SUBMISSION

ZONING ADMINISTRATOR/ORDINANCE
ENFORCEMENT OFFICER

Final Day for Submissions: 1/26/22, 11:00 AM

Submit your resume and cover letter to: Lima Township

Attention Elaine Bater, Clerk

Email: ebater@twp-lima.org

Fax: 734-475-6967

Postal Mail: PO Box 59, Chelsea, MI 48118

24/7 drop box at 12172 Jackson Road, Dexter

Lima Township
www.twp-lima.org

**ZONING ADMINISTRATOR AND ORDINANCE ENFORCEMENT
OFFICER
JOB POSTING**

Hourly Pay: \$22.52

General Summary:

Part-time hours working mornings on Mondays, Wednesdays, and Thursdays. Under the supervision of the Lima Township Supervisor and the Board of Trustees, the officer serves residents by enforcing ordinances and administrating compliance permits.

Essential Duties:

- Conducts code enforcement without authority to deviate from Township ordinance.
- Prepares documentation and manages data related to inspection and enforcement activities.
- Coordinates and conducts investigations of complaints and enforcement of ordinances.
- Interprets and explains Township codes to residents.
- Issues compliance permits entailing the collection of fees, receipts, documentation, contacting the residents, keeping records, and reporting.
- Review applications for site plan review and special use permits for which the Planning Commission is required to decide and implement the decisions of the Planning Commission.
- Review applications for appeals, variances, or other matters that the Zoning Board of Appeals is required to decide and refer such applications with recommendations to the Zoning Board of Appeals for determinations.
- Review applications for amendments and report to the Planning Commission all such applications together with recommendations.
- Will recommend or advise alternative procedures and options to achieve compliance due to enforcement or for permits when called upon to assist.
- Performs field inspections to insure land use changes comply with the zoning ordinance.
- Attends Board, Commission and Appeals meetings as necessary
- Testifies at public or judicial hearings if needed.
- Issues, inspects and handles administration (reporting to the State) of Metro Act permits.
- Maintain the Township zoning classification map as necessary. Update or create forms to effectively administrate the zoning ordinance.

Knowledge of:

- Construction and construction terms as appropriate to zoning administration and enforcement
- Standard office procedures

Skills and Ability to:

- Learn, comprehend and apply/enforce all zoning ordinances
- Read legal descriptions, maps, blueprints, and similar documents pertinent to zoning administration and enforcement
- Communicate with the public and employees with appropriate etiquette and diplomacy using clear, concise verbal and written communication.
- Perform moderately complex office management details without direct supervision.
- Maintain effective working relationships with fellow employees, local officials and the public.
- Problem solve and use conflict management.
- Ability to make logical decisions and exercising appropriate judgment.
- Ability to operate typical office machines.

Required Education, Training and Experience

- Experience communicating and working with people with appropriate etiquette and diplomacy (in high-stress situations).
- High School Diploma or GED
- Reliable vehicle and valid Michigan driver's license
- Previous experience in zoning and/or ordinance enforcement is helpful but not required.
- Experienced in operating office software applications (Microsoft Office Suite)

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The ability to safely operate a motor vehicle.

The physical ability to climb/balance: climb stairs, inclines, uneven surfaces where balance is required; stoop, bend, kneel and crouch; stand and walk for extensive periods of time; reach, push, pull, lift, grasp, finger, feel, hear, see, talk and perform repetitive motions. The ability to safely maneuver in and around construction sites. The ability to traverse on rough, uneven terrain, as well as wet and slippery surfaces to access work areas. Work requires the ability to stand and walk for extended periods of time. The work may occasionally require the ability to move and lift objects weighing up to 20 pounds such as files, supplies, mail and equipment.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.