



## **Full-Time Code Enforcement Officer**

The City of Escanaba is seeking qualified applicants for the position of a full-time Code Enforcement Officer. The duties include, but not limited to: inspecting reported nuisance complaints, prepare Civil Infraction citations, reporting, and related work. Candidates must have a high school diploma, or equivalent, and a valid Michigan driver's license. The starting wage is \$19.21 an hour and applicants must reside within a 20 mile radius of the Escanaba City limits.

Interested individuals must submit a resume, letter of interest, and application via e-mail to [hr@escanaba.org](mailto:hr@escanaba.org) or by postal mail, City of Escanaba, Attn: Human Resources, P.O. Box 948, Escanaba, MI 49829. Before applying, applicants should review the complete copy of the Full-Time Code Enforcement Officer job description at <http://www.escanaba.org>. Applications will be accepted until Monday, April 1, 2024.

**The City of Escanaba is an Equal Opportunity Employer.**



### **Mission Statement:**

Enhancing the enjoyment and livability of our community by providing quality municipal services.

*The City of Escanaba is an equal opportunity employer and provider.*

**CITY OF ESCANABA  
JOB DESCRIPTION**

Class Title: Code Enforcement Officer  
Department: Public Safety  
Classification: Full-Time, Non-Exempt, Union, Hourly  
Union: Teamsters 406 Clerical Unit  
Date: November 2022

**GENERAL PURPOSE**

Prepare Civil Infraction citations when Ordinances are not complied with.

**SUPERVISION RECEIVED**

Work is performed under the general supervision of the Public Safety Director or his or her designee.

**SUPERVISION EXERCISED**

None

**ESSENTIAL FUNCTIONS**

- Respond to nuisance complaints and/or other reported violations and compel compliance in an effective and expedient manner, including blight and parking.
- Testify in court, as needed.
- Assist with review and revision of Property Maintenance Code as needed.
- Prepare and maintain reports and records of activities as required.
- Other related work as assigned by the Public Safety Director or designated staff.
- Responsible for rental inspections and property inspections.

**DESIRED QUALIFICATIONS**

Must have minimum of a high school diploma, or equivalent, valid Michigan Driver's License, and live within 20 miles of the City limits.

**DESIRED SKILLS AND ABILITIES**

- Working knowledge of ordinances
- Working knowledge of the law as it relates to "Rights of Entry", "Search Warrants", "Legal Considerations", "Search and Seizure" and court procedures.

**SELECTION GUIDELINES**

Selection is based on level of education, experience, oral interview, and reference check. Job-related testing may be required.

**PHYSICAL DEMANDS**

An employee in this position is regularly required to see, hear, touch, feel, reach, stand, walk, sit and talk. The employee is occasionally required to climb, or balance, stoop, kneel, crouch, crawl, and smell. Visual requirements are close vision, distance vision, color vision, peripheral vision and the ability to focus.

### **WORK ENVIRONMENT**

Most work is performed outdoors. The employee occasionally works indoors and occasionally works near moving mechanical parts, and is occasionally exposed to wet and/or humid conditions. The noise level is usually quiet but occasionally moderate.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of certain duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description shall not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions identified herein.

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