

Code Enforcement Officer – Building Services Department

The City of South Haven is seeking a Part-time Code Enforcement Officer to work an average of 20 hours per week. Must be able to work evening and weekend hours. Responsible for enforcing the provisions of the South Haven Municipal Code which deals with the proper placement, storage, and removal of trash, garbage, refuse, and debris. In addition, the Code Enforcement Officer conducts preliminary inspections on residential and commercial property to insure compliance with the South Haven Housing Ordinance, Zoning Ordinance, Municipal Code, and the BOCA National Building Code.

Typical duties and responsibilities:

1. Patrol the City in an effort to identify violations of the South Haven Municipal Code and Zoning Ordinance on weekends and during evening hours. These violations include, but are not limited to:
 - a. Junk discarded, non-operating or abandoned motor vehicles on private property.
 - b. Trash, junk, garbage, or debris scattered about or accumulating on commercial or residential property.
 - c. Grass, weeds, or brush in need of cutting or removal.
 - d. Persons building without a building permit or in violation of their building permit.
 - e. Noise or nuisance complaints relating to short-term rental dwelling units
2. Receive complaints of violations from citizens and investigate to ensure that a violation does, in fact, exist.
3. Through means of inspection or formal notice, notify the owner or resident of the property that a violation exists.
4. Coordinate additional inspections, such as building, electrical, plumbing, mechanical, health, or fire, as needed.
5. Compel compliance to the South Haven Municipal Code, Housing Ordinance, Zoning Ordinance or BOCA National Building Code through legal means, if necessary.

Qualifications:

High school diploma or equivalent and minimum of one year of relevant experience. Must have good driving record and possess valid Michigan driver's license. Must have excellent interpersonal communication skills.

Applications are available in City Hall lobby and City's website at <http://www.south-haven.com> Mail completed application, resume and cover letter to Human Resources Department, City of South Haven, 539 Phoenix Street, South Haven, MI 49090; email to dlull@south-haven.com or fax to (269) 637-5319. Applications will be accepted through October 19, 2018. EOE