



# City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

## Code Enforcement Officer – Part-Time

An Equal Opportunity Employer

### **Job Description Summary:**

The Code Enforcement Officer is responsible for investigating and enforcing City of Hamtramck ordinances for everything related to blight. Examples of violations the candidate will be looking for include, but are not limited to, height of grass and weeds on property and in the alley, trash and litter, graffiti, dangerous trees, cars parked in yards and not on concrete slabs, etc. The candidate will have 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 candidate is required to exercise considerable independent judgment in the performance of day-to-day duties.

### **Essential Job Duties:**

- Conduct investigations and interpret code ordinances.
- Written reports 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 and the public regarding follow-up disposition of violations. Investigates and enforces ordinances and regulations.
- Qualifications: Knowledge of the City of Hamtramck geographical layout, excellent computer skills, and successful customer service contact is preferred. Possession of a valid Michigan Driver's License with an acceptable driving record is required.
- Other duties may be required and assigned.

### **Knowledge, Skills and Abilities:**

- General Knowledge of applicable ordinances, laws, codes, and regulations.
- Ability to write reports, and tickets, and testify in court.
- Ability to walk long distances and stand for long periods of time, and 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).
- Preferred candidate will be bilingual in Arabic and/or Bengali.

### **Education and Experience:**

- High School Diploma or GED.

Salary: \$17.00 per hour

**Application Process:** Download application at <https://hamtramckcity.gov>