

# City of Imlay City Code Enforcement Officer Position

## Job Announcement: Part-time

### Full job description

**This is a Part-time position as the Code Enforcement Officer reporting directly to the Chief of Police.**

The Code Enforcement Officer ensures compliance with the City's various nuisance codes which may result in a citation and or abatement of violations. This position requires strong communication skills as the individual will have to communicate face to face effectively with property owners, managers, and residents to maintain standards of health, safety, and appearance.

Detailed follow-through on enforcement actions through on-site inspections, field interviews and follow-up is essential, including gathering evidence, written notification, filing, and documentation. Must have a working knowledge of computers and be proficient with office-related programs.

Must have the ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public. Submit resume and cover letter along with a City of Imlay Job application found on the city website to: City of Imlay Police Department, Attention Chief Brett Selby, 395 E. Third St Imlay City MI 48444. Or email to: [policechief@imlaycity.org](mailto:policechief@imlaycity.org).

### Application deadline open until filled.

**Job Type:** Part-time

**Pay:** \$17.00 Per hour

**Benefits:** no

### Schedule:

- Flexible 4–5-hour shifts during the day
- Monday thru Friday
- Some Saturday hours

### COVID-19 considerations:

Following the Lapeer County Health Department guidelines

### License/Certification:

- Driver's License (Required)

**Work Location:** One location, within the city limits of Imlay City