



Wyandotte Police Department Part-Time Ordinance/Code Enforcement Control Officer

Hourly Rate: \$12.00 per hour

Schedule: Part-time position; 20 hours per week, **MUST** be willing to work evenings and weekends.

General Statement of Duties: Enforcing the ordinances and zoning/building codes within the City of Wyandotte. Duties will include investigating and processing the necessary documents for prosecution; attending and providing testimony in court; performing proactive enforcement by patrolling assigned geographical areas; answering all calls for service in regards to possible ordinance/code violations. This position offers no arrest authority.

Responsibilities include:

- Working evenings, weekends, and holidays.
- Effectively manage each call for service per established policies & procedures
- Respond to and investigate all complaints including, but not limited to, tall/unkept grass, building code violations, parking on private/public property, etc.
- Issue written citations, attend all criminal proceedings, and provide courtroom testimony.
- Maintain the highest level of confidentiality and professionalism.

Required Knowledge, Skills and Abilities: Excellent written & verbal communication skills; the ability to establish and maintain effective working relationships with other employees and the public; be able to write clear and concise reports.

Basic Requirements:

- High School Diploma or GED
- Valid Michigan Driver's License
- Minimum 18 years of age
- No Felony Convictions
- Good Moral Character
- Ability and Willingness to work Off-Hours, Weekends, and Holidays