

## CITY OF ROMULUS

### Job Description

#### **JOB TITLE: PART TIME ORDINANCE OFFICER**

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EXEMPT: No  
SALARY LEVEL:  
DEPARTMENT: ORDINANCE  
BENEFITS: NON BENEFITTED POSITION

JOB CODE:  
DIVISION: NON-UNION  
LOCATION: RPD/ON-SITE

APPROVED BY:

DATE:

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#### **SUMMARY:**

Under the supervision of the Director of Ordinance Enforcement and Animal Control, enforces the City of Romulus Ordinance laws and provides general assistance to citizens, county and city officials, with ordinance related problems. May be called upon to assume Animal Control Officer Duties when needed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties may be assigned.

1. Travels to various parts of the city in response to complaints and requests for assistance, from city residents, or as a part of a predetermined schedule or route.
2. Investigates complaints to confirm them, if there is a violation, talk with the person responsible for the violation, give verbal notice to comply with ordinance. Check at end of notice time for compliance.
3. May be required to issue citations for various violations.
4. May be required to appear in court.
5. Inspect city businesses for violations before issuing city licenses.
6. Keeps records of all complaints in numerical order for future reference.
7. Observe and report all traffic lights and street signs in need of repair. Inspect and recommend new traffic signs where needed.
8. Be a liaison between city and the citizens of Romulus.
9. Enforce all city ordinances and help other city departments if needed.

10. Work when needed in the Animal Control Shelter or as an Animal Control Officer, once properly trained.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Education: Possession of a high school diploma or its equivalent.

Experience:

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Prepared in compliance with:  
Romulus Policies and Procedures Manual  
Americans with Disabilities Manual

Equal Employment Opportunity Act

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid Michigan vehicle operator's license.

**OTHER REQUIREMENTS:**

Must be able to work in an environment requiring direct contact with animals.

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Romulus Policies and Procedures Manual  
Americans with Disabilities Manual

Equal Employment Opportunity Act

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, extreme cold, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

**COMMENTS:**

The qualifications listed above are guidelines. Other combinations of educations and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.

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