



NOTICE OF POSITION – JOB POSTING

December 4, 2025

TITLE: Code Enforcement Inspector, Part-Time

COMPENSATION: \$25.00 per hour

APPLICATION DEADLINE: Interested applicants should submit a completed application, resume, five (5) professional references, and a letter of introduction to Amee King, Assistant City Manager | 310 Greenwood St., Grand Ledge, MI 48837 | aking@cityofgrandledge.com. The first review of resumes will begin January 8, 2026.

COMPLETE APPLICATION AND DETAILS FOUND AT: www.CityofGrandLedge.com/Jobs

JOB SUMMARY & DUTIES: Under the general direction of the City Manager, analyzes and enforces zoning ordinance provisions. Enforces City codes related to blight prevention and all other ordinances as required. Coordinates and works directly with the Zoning Administrator.

This position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform.

1. Enforces all codes and ordinances as required. Follows up on complaints and proactively enforces codes. Writes citations, re-inspects sites, and issues additional citations if required. Maintains related records.
2. Issue all notices and orders to ensure compliance with zoning ordinances and recommend prosecution as necessary.
3. Issue all notices and orders to ensure compliance with City Codes and the International Property Maintenance Code and recommend prosecution as necessary.
4. Meets with and corresponds with residents, business owners and others about code enforcement concerns, complaints, and possible violations.
5. Enters code enforcement information into the City's code enforcement electronic database.
6. Attends Court when Code Enforcement cases are prosecuted.
7. Perform all other duties as may be prescribed by state law, and the ordinances and resolutions of the City Council, or as directed by the City Manager.
8. Investigates complaints and determines compliance through site inspections and document review.
9. Coordinates enforcement with the Building Department, Police Department, and Fire Department on an as-needed basis.
10. Represents the City and serves as department representative, in a professional manner, establishing and maintaining effective relationships with business and property owners, developers, contractors, citizens, City officials, employees, and other interests. Conduct site visits and meetings as needed.

MINIMUM QUALIFICATIONS

- Education requirements include a High School Diploma or equivalent.
- Experience requirements include one (1) year in municipal planning or zoning, law and fire enforcement, security, or related field.
- A valid Michigan driver's license is required.
- Thorough knowledge of the principles and practices of municipal zoning administration.
- Thorough knowledge of planning and land-use issues.
- Skill in operating office equipment, including computers and related software.
- Ability to compile and maintain City code enforcement records.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with City officials, developers, project contractors, and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work with difficult people and situations.
- Ability to prepare and maintain a wide variety of records and reports according to accepted standards.
- Ability to work effectively under stress and changes in work priorities.