

Hartland Township
JOB DESCRIPTION

Title:	Landscape Enforcement Assistant	Effective:	
Employment:	Part-Time	Reports To:	Planning Director
FLSA Status:	Non-Exempt	Pay Grade:	4

Responsibilities

- Assist the Planning Director with the administration and enforcement of Township ordinances, including but not limited to the Zoning Ordinance.
- Conducts on-site inspections and re-inspections to evaluate landscape materials and conformance with the approved landscape plans.
- Conducts research regarding approved landscape plans and compares them to current status of the site.
- Conducts research on plant material that may be appropriate should plant substitutions be warranted.
- Answers inquiries from and advises property owners, landscape management companies, and the public regarding property maintenance, and compliance with zoning regulations pertaining to landscape materials and approved landscape plans.
- Drafts correspondence, reports, memos, and other items.
- Documents the site inspections with photographs and annotated landscape plans.
- Enters collected data into a department-specific software program and maintain a written record of all activities. Prepares letters, reports, and communications.
- Keeps Planning Department and Township officials apprised of landscape assessments and progress on resolving site issues.
- Consults with the Planning Department and Code Enforcement Officer to develop strategies to achieve compliance.
- Ensures that necessary records, reports, correspondence and other documents are prepared and properly maintained, including accurate computerized sketches and property photographs.
- Performs other reasonably related functions as assigned by the Planning Director or Township Manager.
- Safeguards the confidentiality of Township administration by exercising discretion in communicating information to residents, property owners, officials, administrators, staff, and the general public, and handling departmental records and files.

Requirements

- Knowledge of plant material, landscape design, and general landscape maintenance practices.
- Good knowledge of human relation techniques, using tact, patience and courtesy.
- Ability to effectively communicate and present ideas and instructions orally and in writing.
- Ability to learn, enforce, and follow applicable laws, ordinances, and Township and departmental rules, policies and procedures.
- Ability to analyze situations accurately and adopt an effective course of action, and interpret, explain and apply codes, rules, regulations, policies and procedures using tact, patience and courtesy.

- Knowledge of principles, practices, concepts and techniques of desktop publishing.
- Knowledge, skill, and manual dexterity for using a computer and job-related software.
- Knowledge and skill in the use of common office equipment.
- Education requirements include a high school diploma or equivalent. Advanced continuing education or related training is preferred.
- Must possess a valid Michigan driver's license and maintain a good driving record.