

Job Posting: Part-Time Ordinance Inspector – Blight Enforcement

Location: Charter Township of Superior, Washtenaw County, MI

Department: Ordinance Enforcement

Reports To: Township Supervisor or Designee

Employment Type: Part-Time (Hourly, 4–6 hours/week)

Compensation: \$23–\$28 per hour, based on experience and qualifications

Position Summary:

Superior Township is hiring a Part-Time Ordinance Inspector to help identify and address issues of blight, with an emphasis on education and community engagement. This role is ideal for someone who knows the Township well, enjoys connecting with residents, and believes in fostering clean, safe, and welcoming neighborhoods.

Key Responsibilities:

- Conduct site visits to investigate complaints and observe conditions related to blight (e.g., overgrown vegetation, junk/debris, deteriorated structures, inoperable vehicles)
- Proactively engage with property owners and residents to encourage voluntary compliance and provide guidance on Township ordinances
- Issue warning notices and follow up to ensure corrective actions are taken
- Document findings with photos, notes, and concise reports
- Coordinate with Township staff and community partners to support clean-up efforts and awareness campaigns
- Attend occasional meetings or community events to share information and receive feedback
- Promote a respectful, solutions-oriented approach to enforcement

Qualifications:

- Familiarity with Superior Township and its neighborhoods strongly preferred
- Experience in community outreach, code enforcement, property maintenance, or public service a plus
- Strong communication and interpersonal skills; ability to have respectful, constructive conversations with residents
- Ability to work independently, manage time effectively, and document observations accurately
- Basic comfort with smartphones/tablets for photos and note-taking
- Valid Michigan driver's license and reliable transportation required
- High school diploma or equivalent required