

JOB POSTING

SHORT-TERM RENTAL COMPLIANCE OFFICER AND INSPECTOR

Position Summary

Onota Township is seeking a qualified individual to serve as its part-time Short-Term Rental Compliance Officer and Inspector.

The officer will administer Short-Term Rental registrations, conduct required safety inspections, investigate verified complaints and enforce the requirements of the adopted Onota Township Short-Term Rental Ordinance.

This is a part-time position with variable hours based on the number of registered Short-Term Rentals, required inspections, reinspections and complaints.

Supervision

The officer will work under the supervision of the Township Supervisor or another official designated by the Onota Township Board.

Essential Duties

- Review initial and annual STR registration applications for completeness.
- Maintain registration, inspection, complaint and enforcement records.
- Schedule and conduct initial, annual and follow-up STR inspections.
- Inspect the safety items contained in the adopted ordinance:
 - Working smoke detectors.
 - Working carbon-monoxide detectors.
 - Adequate ingress and egress.
 - Properly charged, mounted and accessible fire extinguishers.
 - Posted evacuation map.
 - Review LMAS documentation confirming that the septic system capacity is sufficient for the maximum permitted occupancy.
- Verify qualifying bedrooms and calculate maximum permitted occupancy.
- Document inspection findings and provide owners with written notice of deficiencies.
- Conduct reinspections and track the number of inspections performed during each registration year.

- Verify that emergency information, local-contact information and the Township-approved Good Neighbor Guide are posted within the dwelling.
- Investigate verified complaints involving STR properties.
- Issue written warnings, correction notices and municipal civil-infraction citations when authorized.
- Prepare written reports, photographs and other evidence.
- Coordinate enforcement cases with Township officials and the Township attorney.
- Testify in court when necessary.
- Refer matters outside the STR Ordinance to the appropriate agency.

Minimum Qualifications

- High-school diploma or GED.
- Must be at least 18 years of age.
- Valid Michigan driver's license, satisfactory driving record and reliable transportation.
- General knowledge of residential fire and life-safety practices.
- Ability to read, understand and consistently apply Township ordinances.
- Ability to conduct residential inspections and identify observable Short-Term Rental Ordinance deficiencies.
- Ability to prepare clear inspection reports, notices, photographs and enforcement records.
- Basic computer and electronic-recordkeeping skills.
- Ability to communicate professionally with property owners, guests, complainants and Township officials.
- Ability to remain objective and appropriately handle difficult or confrontational situations.
- Ability to prepare evidence and testify objectively and professionally in court.
- No financial interest in a Short-Term Rental located within Onota Township.
- Successful completion of a Township-approved criminal background investigation, reference check and driving-record review.
- Completion of Township-approved ordinance, inspection and municipal civil-infraction training.
- Formal appointment and authorization by the Onota Township Board.

Preferred Qualifications

- Firefighter, fire officer or fire-inspection experience.
- Construction, housing, zoning or code-enforcement experience.
- Familiarity with smoke and carbon-monoxide detectors, fire extinguishers and residential egress.
- International Code Council (ICC), National Fire Protection Association (NFPA), property-maintenance, housing-inspection, or similar training.
- Experience preparing enforcement reports or testifying in court.

Physical and Working Requirements

- Ability to enter and move through residential dwellings.
- Ability to use stairs and inspect exits, detectors, extinguishers and sleeping rooms.
- Ability to work independently and travel throughout Onota Township.
- Ability to conduct occasional evening or weekend inspections or complaint investigations.
- Reasonable accommodation may be made for qualified individuals with disabilities.

Compensation

- \$100 for each initial inspection. All other authorized work will be compensated at \$20 to \$25 per hour, depending on qualifications.
- Township-approved mileage reimbursement when a personal vehicle is used.
- Part-time, variable schedule based on workload.
- Fielding telephone calls is considered billable time.

How to Apply

Submit your resume to the Township Supervisor.

Email: onotasupervisor@tds.net - or - Mail: PO Box 100, Deerton, MI 49822