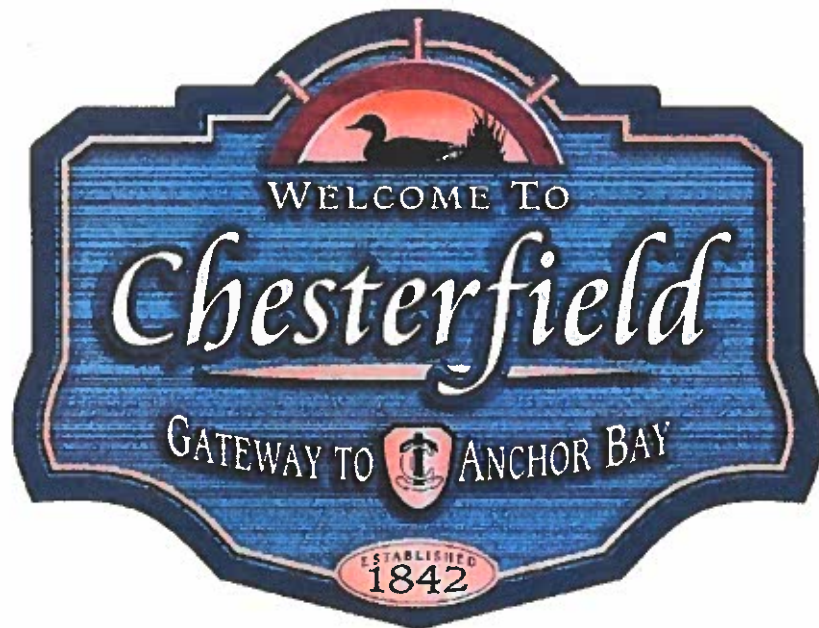


Charter Township of Chesterfield, Michigan

ADMINISTRATIVE CODE AND PLAN

2021



Prepared in accordance with APO 2-2018

Introduction

The administrative code (plan) and subsequent amendments thereto set forth the departmental organization and the duties and functions of the administrative officers, additional administrative officers, deputy administrative officers and their subordinates of the city in accordance with § 42.10 PA 359 1947 and Chesterfield Township Administrative Order 2-2018, Section IV. (D) as prescribed.

This Administrative Code and Plan sets forth the purpose and objectives of the various working units of the Township Government Administration and the roles, plan and responsibility of the executive and management officers and technical appointed staff of the Government

Approved:



Township Supervisor

12/14/2020



Director of Human Resources

12/14/2020

ADMINISTRATION PLAN OF DEPARTMENTS BY FUNCTION AND TABLE OF ORDER

In order to protect, serve and administer the affairs of local municipal government, there is hereby created the following Departments of Government as defined by their purpose, mission and outcomes, pursuant to APO 2-2018 IV (D) Adopted by the Board of Trustees, as amended.

Administrative Support Department

This Department implements administrative systems and procedures; serves as primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues; coordinates the provision of office and staff support services to the office of the Supervisor and Trustees; oversees, and/or participates in the coordination, supervision, and completion of special projects and/or events, manages project and grant programs, including CDBG.

The Department also prepares publications such as the Township magazine, press releases, advertisements, brochures, pamphlets and service directories; maintains and updates information on the Township's website and social media; serves as the public information contact in the event of Emergency Operation Center activation; and is responsible for emergency press releases, speeches, press conferences.

Assessing Department

Under the direction of the Township Supervisor, the Assessing Department accurately estimates the market value of taxable properties within the community. As properties are sold, a record of the sales prices and transaction dates are kept. A market study is then conducted to determine the ratios at which comparable properties are being sold in various areas throughout the community. Public Act 206 of 1893, as amended, established the General Property Tax Law under which the Assessing Office operates. Section I of the law states, "... that all property, real and personal, within the jurisdiction of this state, not expressly exempted, shall be subject to taxation."

Building Department

Under the direction of the Township Supervisor, the Building Department oversees and inspects all construction, alterations, and building projects within the township. Other functions are to review building plans, issue building permits, mechanical permits, electrical permits, plumbing permits, and conduct inspections on work performed. The Department is responsible to enforce the current codes adopted by the State of Michigan. Copies of the codes are available through the State of Michigan Bureau of Construction Codes.

The Zoning Enforcement division enforces all Township Code of Ordinances for compliance to ensure and protect the public health, safety, and welfare.

Clerks Department

Under the direction of the Township Elected Clerk, the Clerk's Department is the official guardian of all township contracts, resolutions, ordinances, Township Board meeting agenda/minutes and freedom of information act records and other documents that must be retained. Some of the duties and responsibilities of the Clerk, which are defined by state statute include, but are not limited to: Custodian of specific township records, record and retain Township Board meeting agenda/minutes, maintain voter registration files, conduct local, state and federal elections, maintain township ordinance book.

Engineering Department

Major responsibilities of the Engineering Division include the supervision and performance of all engineering services of the Township. Engineering is responsible for; development of master plans and programs for public improvements, implements the annual capital improvement plan, as authorized and funded by the Township Board; supervision, and inspection of all improvements constructed by or for the Township; obtains grants and low interest loans for project funding; coordinates activities and decisions involving the Township and other agencies, such as the Macomb County Department of Roads, and the Great Lakes Water Authority (GLWA); provides technical assistance to the Planning & Zoning Board, and inspection departments; manages Special Assessment District Programs; collects information and prepares plans and specifications for the construction of various public projects; manages, supervises and inspects the construction of improvements within the Township; maintains maps, including official maps of the Township as well as other records related to Township infrastructure, which includes public buildings, public property, storm sewers, water distribution systems, streets, roads, public parks and municipal recreational facilities.

Facilities & Operations Department

The Facilities & Operations Department is responsible for the following: maintains the operation of all township buildings, bridges, parks, grounds, bike paths and cemeteries; ensures all municipal grounds, parks, and recreational facilities are maintained in a clean, safe, and aesthetically pleasing manner; repairs heating and cooling, and exhaust system; oversees the daily activities of the Facilities & Operations staff and custodial contractor; maintains preventative maintenance of all mechanical, electrical, and plumbing equipment and systems; maintains all interior and exterior areas that require routine maintenance throughout the year; operates Township refuse and cart distribution program; liaison for Township with private waste hauler contractor.

In addition to the above, the Facilities & Operations Department is instrumental in: community facilities construction projects; open space and environmental areas preserve; plans for future public services and improvement of the overall quality of life in the Township; works with the Township Supervisor and County Economic Development Director to implement long-term economic development strategies; oversees Land & Water Conservation Fund grants and environmental programs; oversees outside contractors/vendors to ensure the quality of materials and workmanship on projects and adherence to all applicable State and Township codes.

Directly reporting to the Facilities & Operations Department, the Fleet Management & Maintenance Division is responsible for: maintaining and repairing all Township-owned vehicle fleet and equipment, as needed; preventative maintenance and repairs of heavy equipment, ranging from chainsaws to tractors, and cars and trucks.

Finance Department

Under the direction of the Township Supervisor, the Finance and Accounting Department is responsible for the following: management of the Township's accounting system and its obligation of financial reporting; develops and maintains tracking systems for funds, projects and grants; compiles annual comprehensive Annual Financial Report in compliance with the requirements of the Governmental Accounting Standards Board (GASB); prepares various other compliance reports for local, state and federal agencies; tracks fixed assets; accounts payable; accounts receivable; processes payroll; employee deductions; bond distribution; employee benefit controls; budget preparation and monitoring.

Human Resources Department

The Department is responsible for service and consultation in the areas of recruitment, employment, salary, benefits administration, employee and labor relations, employee education and training, collective bargaining and contract administration and Risk Management. The Department serves as an information center for employees and management.

As Advisor and Agent of the Board under Direction of the Director of Human Resources supports the statutory duties in the Charter Township as outlined in Section 42.10 part (N) of PA 349 of 1947. Statute: To assume all the duties and responsibilities as personnel director of all township employees or delegate such duties to some other officer or employee.

Leisure Services Department

The Recreation division provides a multitude of activities that are affordable, stimulating, and comprehensive which enhance the quality of life in Southeast Michigan through recreation, enrichment, fitness, athletics, cultural arts, conservation, preservation and general open space use, in a safe, enjoyable and aesthetically enriching environment for all ages.

The Senior Services division and the Senior Center building offers daily, weekly, and monthly activities, along with special events for all senior citizens. The Senior Center is a facility where all seniors come together in a safe and friendly environment to participate in activities and enjoy good fellowship.

Planning and Zoning Department

The Department's responsibility is to guide and direct the Township's future growth while ensuring the preservation of its attributes. The Planning and Zoning Department is responsible for: current and long-term planning; zoning compliance; overseeing the implementation of the Master Plan, which outlines specific goals and objectives for guiding and managing Chesterfield Township's growth.

Public Safety Department

Under the direction of the Township Supervisor, the Department of Public Safety provides 24-hour law enforcement, including fire and emergency medical service in two separate service divisions.

The Law Enforcement division is tasked with the prevention of crime and apprehension of offenders. As part of law enforcement, the division has four major responsibilities: enforcing laws, preventing crimes, responding to emergencies, providing support services, criminal investigations of crimes occurred, and 911 Dispatch for the department.

The Fire Services division mitigates all hazards and manages all emergencies within the borders of Chesterfield Township; provides fire safety/prevention inspections, and education; fire suppression; Emergency Medical Response; hazardous material mitigation; confined space rescue; vehicle extrication.

Public Works Department

The Department of Public Works (DPW) is a multi-funded departmental operation that provides high quality water service for residential, commercial and industrial use, including fire protection. The DPW also provides for safe and efficient collection and transport of all wastewater from properties connected to the sewer system using hundreds of miles of sanitary sewer lines and pumping stations. The department is primarily funded by the enterprise water and sewer fund and performs work on assignments in general or special assessment fund functions, including storm water management and street maintenance.

Treasury Department

Under the direction of the Elected Township Treasurer, the department is responsible for; tax billings and collections; all monetary transactions; processing bills and special assessments; managing Township investments.

Executive and Management Schedule

The schedule includes positions that are currently assigned or combined with other positions. Not all positions will be currently represented on the Township Organizational Table or funded in the contemporary budget.

ASSESSOR

Under the general supervision of the Township Supervisor, this position is responsible for; overall day-to-day management of the Township Assessing Department, including administration, budget preparation, and implementation of Township and Department policies; fulfills other duties as assigned by law, of a Level IV Assessing Officer.

ASSISTANT DIRECTOR OF FACILITIES & OPERATIONS

Under the general direction of the Director of Facilities & Operations, the Assistant Director is responsible for; overseeing community facilities, open space, and environmental areas; preserving and enhancing property values; planning for future public services and working to improve the overall quality of life in the Township and to advance community standards; directs, controls and manages the maintenance team and contractual services such as landscaping, snow and ice, HVAC and building custodial services township-wide.

ASSISTANT DIRECTOR OF PARKS & RECREATION

Under the general direction of the Director of Leisure Services, this position is responsible for; assisting with the planning, implementation, management and evaluation of all Parks & Recreation programs and services; assists in creating and maintaining department policies, procedures and priorities to ensure efficient and effective Parks & Recreation operations; supervises full time, seasonal, and temporary employees and volunteers; functions as the Parks & Recreation Director, as assigned; responsible for the overall administration, coordination and management of outreach services and programming for Chesterfield Senior residents (age 55+) and their families, at the Chesterfield Senior Community Center and throughout the community.

ASSISTANT DIRECTOR OF PUBLIC WORKS

The Assistant Director of Public Works is responsible for; providing assistance to the Director of Public Works in the area of sewer and water main repair and maintenance; meeting environmental standards and regulations; assisting in all aspects of the sanitary sewer collection system; presenting reports to the Township Board of Trustees regarding Township-specific projects, and the condition of Township infrastructure, as required; performs other duties as assigned.

BENEFITS AND COMPENSATION SPECIALIST

Administers benefits and contractual personnel related services and programs. Prepares compensation studies, manages compliance with Federal, State and labor contract employment programs.

CLERK COORDINATOR

Under the general supervision of the Township Clerk, this position performs highly administrative work supporting the meeting processes and legal record keeping requirements of the Township Board and appointed boards and commissions, as well as being knowledgeable of and supporting other functions and activities of the Township Clerk's office. Work involves responsibility for a variety of tasks preparing for and following up on the meetings of the Board of Trustees and appointed boards and commissions; publishing legal notices; preparing agendas; taking minutes; maintaining official records of ordinances, agreements, and other related, official documents of the Township.

COLLECTIONS & INVESTMENT COORDINATOR

Under the general supervision of the Township Treasurer, this position performs administrative and professional work in accounting, customer service, utility billing and other financial activities; plans, directs, supervises, and coordinates the day-to-day activities of the financial investment operations, including general accounting, accounts payable, utility billing, customer service, purchasing, fixed assets and other systems as assigned; daily supervision of the customer service, utility billing, and information transferred to the Accounting Department.

COMMUNITY DEVELOPMENT COORDINATOR

Under the direction of the Director of Building & Zoning Enforcement, this position is responsible for; accepting, reviewing, routing and issuing permit applications for building, land use and development application; provides customer service information in specialized areas; works continually in public and inter-departmental contact; proper application and issuance of permits and compliance with Township practices; performs regular and recurring complex work according to established procedures independently.

DEPUTY SUPERVISOR

The Deputy Supervisor performs administrative work related to the official duties of the Township Supervisor; assists in preparing the annual Township Budget and/or other Charter mandated duties of the office; performs related duties as required.

DEPUTY TOWNSHIP CLERK

The Deputy Clerk performs administrative work related to the official duties of the Township Clerk; assists in preparing the annual Township Budget and/or other Charter mandated duties of the office; performs related duties as required.

DEPUTY TREASURER

The Deputy Treasurer performs administrative work related to the official duties of the Township Treasurer; assists in preparing the annual Township Budget and/or other Charter mandated duties of the office; performs related duties as required.

DIRECTOR OF BUILDING & ZONING ENFORCEMENT

Under the general supervision of the Township Supervisor, this position is responsible for the enforcement of building codes and ordinances; reviews building permit application issuance; performs complex tasks

involving code and ordinance interpretation; inspects new and existing structures; assists the public; answers inquiries regarding code and ordinance requirements; performs other related duties as assigned.

DIRECTOR OF FACILITIES & OPERATIONS

Under direction of the Township Supervisor, this position is responsible for; day-to-day operation and long-term strategic management of all Township assets and properties; planning, organizing and directing the maintenance, repair and alteration of Township buildings and grounds; serves as the Township representative in planning, developing facilities and new construction; ensures jobs are completed efficiently and within regulatory guidelines and projected deadlines; prepares and manages the departmental budget; oversees the administration, operations, and direction of Township programs and projects; supervises and directs all Department personnel; performs related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Township.

DIRECTOR OF FINANCE

Under general direction of the Township Supervisor, this position serves as the Chief Fiscal Officer and is responsible for the overall management and administration of Township's fiscal policies and procedures; serves on the Township's bargaining team for labor contract negotiations; provides direction for accounting, budgetary, and financial forecasting and procedures; responsible for the preparation of the comprehensive Annual Financial Report for the Township, as well as the preparation and execution of the Township's Budget; directs related procedures, studies, and recommends improvements to fiscal policies and controls; directs assigned staff in the Finance and accounting areas; performs related duties as assigned.

DIRECTOR OF HUMAN RESOURCES & OPERATIONS

Under the general direction of the Township Supervisor, this position directs, manages, supervises, administers and coordinates human resources activities and operations for the Township including recruitment, selection, benefits administration, classification and compensation, worker's compensation, training, employee relations, employee safety, risk management and labor negotiations; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative and management support to the Supervisor and Board of Trustees.

DIRECTOR OF LEISURE SERVICES

Under the general direction of the Township Supervisor, this position coordinates the planning, management and evaluation of all Parks and Recreation and Senior Services program and services; oversees the use and building of park sites and township properties for community use; develops departmental policies, procedures and priorities to insure efficient and effective operations within the department; supervises a staff of full-time, seasonal, and temporary employees and volunteers.

DIRECTOR OF PLANNING & ZONING

Under the general direction of the Township Supervisor, this position is responsible for the Township's adherence to local, State, and Federal planning and zoning regulations; evaluates and approves property use; oversees the Planning Commission and the Zoning Board of Appeals; interprets the Township's land-use codes and by-laws; coordinates enforcement efforts; reviews and approves plans; performs other duties as assigned.

DIRECTOR OF PUBLIC SAFETY

Under authority of the Township Board of Trustees, the Director of Public Safety is responsible for the day-to-day operations of the Chesterfield Township Police and Fire Departments; managing the development and implementation of departmental goals, objectives, and priorities for each assigned service area; assumes full management responsibility of the Public Safety Department; assumes FEMA status as Incident Commander; performs other duties as assigned.

DIRECTOR OF PUBLIC WORKS

Under the general supervision of the Township Supervisor, this position plans, organizes and supervises personnel and daily operations of the Public Works Department; performs related administrative duties; oversees all operational areas including water distribution, sanitary sewer collection, ice and snow removal and the maintenance of service roads, parks, public works buildings, grounds, cemetery and storm sewer systems; oversees day-to-day maintenance of the Township's infrastructure services, such as sewer maintenance and facility operation, trash and sanitation; emergency response for snow and ice, flood, and severe weather mitigation.

ELECTIONS COORDINATOR

Under direction of the Township Clerk and/or Deputy Clerk, the Election Coordinator performs diversified and confidential election duties requiring knowledge of election statutes and procedures; supervises, evaluates and performs the activities in the Precincts; mapping and computer operations; candidate management and campaign/conflict of interest filing; oversees absentee voting and voter registration file management sections of the Elections Division; performs other duties as assigned.

ENGINEER

Under the general direction of the Township Supervisor, this position is responsible for; providing and directing professional engineering services in the areas of building construction, new development, planning, zoning, and heavy civil infrastructure; ensures good engineering practices and protocols are used; reviews and investigates problem resolution to design and construction projects and implement best practice solutions; fulfills related duties as assigned.

FIRE CHIEF

Under the general direction of the Director of Public Safety, this position is responsible for; overall management of the Fire Department, including inspections, all emergency management services and homeland security responsibilities as they relate to the fire service; plans, develops and directs a complete program of fire and emergency services in cooperation with the police services to protect the lives and property in the township; coordinates efficient service to the community by working in unison with the Police division and other department directors; ensures all fire service systems function optimally on a continuous, 24/7 basis; coordinates training for all department employees; performs other duties as assigned.

HUMAN RESOURCES COORDINATOR

Under general direction of the Director of Human Resources, the Coordinator is responsible for the daily management and coordination of the human resources and labor relations functions for the Township; assists in the development and administration of human resources policies and procedures; assists employees, retirees, Elected Officials and Department Heads with human resources needs; fulfills other duties as assigned.

INFORMATION TECHNOLOGY COORDINATOR

Under the direction of the Township Supervisor, the Information Technology Coordinator is responsible for all Township-wide applications, systems, planning, developing, implementing, monitoring, and evaluating the WAN and LAN of each site; oversees and leads the development of technology related grant applications; submits state and federal reports; prepares and monitors the Technology budget; develops and implements needs' assessments, evaluations, and long-term plans related to technology initiatives, equipment and software, professional development pathways, and industry-standard facilities.

MANAGEMENT SERVICES COORDINATOR

Under the general direction of the Township Supervisor, this position performs the following duties; coordinates, oversees and/or performs a wide variety of administrative, program support activities on behalf of the Township Supervisor and Trustee's; coordinates the work of the Township Management Group, including agenda submission and ways and means; implements administrative systems and procedures; serves as primary point of operational and administrative contact for internal and external constituencies often on complex and confidential issues; coordinates the provision of office and staff support services to the office; oversees, and/or participates in the coordination, supervision, and completion of special grant programs, CDBG and/or events; may serve on a variety of committees in support of the Township; coordinates external constituencies; coordinates the provision of social media, telecommunication and public broadcast functions; creating and distributing weekly information reports and maintaining an Internet presence through social media, blogging, and website updates; creates and distributes weekly information reports; maintains an Internet presence through social media, blogging, and website updates; oversees public outreach events and programs.

PUBLIC SAFETY CAPTAIN

Under the general direction of the Director of Public Safety, the Public Safety Captain performs the following duties; serves as Bureau Commander for the Records and Identification, Traffic and Communications, Patrol and Detective Divisions, as assigned; assists the Director of Public Safety in planning, coordinating, assigning, training, and supervising the work of police personnel; oversees all employees testing and administration of the annual promotional process and all employee certification/confirmation processes; assumes command of the Public Safety Department upon direction of the Director of Public Safety; directs the activities of the Administrative Services Bureau of the Police and Fire Departments by coordinating, managing and supervising the activities within the Bureau.

SENIOR SERVICES COORDINATOR

Under the direction of the Director of Leisure Services (Parks, Recreation and Senior Services), the Senior Services Coordinator provides support to the Director of Leisure Services; supervises volunteers; assists senior clients; assists with programming; fulfills other duties as assigned.

TOWNSHIP ENGINEER

Under the general direction of the Township Supervisor, this position performs the following duties; provides and directs professional engineering services in the areas of building construction, new development, planning, zoning, and heavy civil infrastructure; ensures good engineering practices and protocols are used; reviews and investigates problem resolution to design and construction projects and implement best practice solutions; fulfills related duties as assigned.

Note: The positions listed may be combined or performed by one or more Administrative Officers and are established to illustrate duties and functions. While constituting best practices in Township administration, there is no implied or proposed intent to budget for and appoint active employees to each position.