

Request for Qualifications

The City of Bessemer seeks a contractor to conduct Code Enforcement to assist in eliminating our blight problems through town.

The contractor will be responsible for driving all the streets of Bessemer and citing properties for local infractions. The contractor will be responsible for writing the citations using provided forms, working with the property owner to address the issues, and double checking the property to make sure it is addressed and writing second citations and so forth. The contractor may occasionally have to attend court to follow through on issues as such all reports and citations must be done in a manner that will hold up in a court of law. The contractor is responsible for following all local, county, state and federal laws, regulations, and ordinances. An annual stipend to obtain liability insurance will be provided.

This position will be more heavily concentrated in the spring, summer, and fall.

The contractor will be responsible for sending quarterly reports to the City Council updating them on the number of citations issued and number of issues resolved. The contractor is also responsible for suggesting changes to local regulations/ ordinances as the contractor deems important.

The contractor will be responsible for having a functioning vehicle and a valid drivers license. The city will reimburse mileage at the federal level. The following traits are also necessary for the position:

- Ability to apply common sense
- Ability to write reports that will stand up in a court of law
- Ability to defuse stressful situations
- Ability to prioritize
- Completes tasks on time
- Manage to a budget
- Excellent interpersonal skills
- Self-starter
- Willing to take direction
- Works well with others

Pay is negotiable dependent upon qualifications. Estimated hours will be 15 a week with more in Summer, less in Spring and Fall.

Potential contractors can send their qualifications to City of Bessemer, c/o Jennifer Adams, 411 S Sophie, Bessemer, MI 49911. The City will accept applications until the position is filled.