
May 19, 2021

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

BUSINESS ENFORCEMENT INSPECTOR

The Business Enforcement Inspector reports to the Community Development Director, provides business licensing and zoning enforcement and conducts routine field inspections for rental properties and business license applications to improve the quality of life in our community and improve the appearance of safety of commercial and residential neighborhoods of the city.

ESSENTIAL JOB FUNCTIONS

1. **Assists the Business License Official with the following:**
 - 1.1. Inspects and ensures compliance on all commercial and rental properties when a business license application is submitted
 - 1.2. Assists in identifying unlicensed businesses and bringing them into compliance
 - 1.3. Posts Business License Red Tag Notices
 - 1.4. Ensures Good Landlord compliance through the inspection process
 - 1.5. Archives scanning of documentation
 2. **Community Development Enforcement duties (Business Licensing, Zoning, Building)**
 - 2.1. Reviews South Salt Lake municipal code standards, zoning regulations, business licensing regulations, building code regulations, and any other applicable health/safety regulations to ensure compliance throughout the city
 - 2.2. Responds to all inquiries/complaints regarding business licensing, zoning, and building code
 - 2.3. Prepares and issues courtesy notices, notices of violation and/or citations to enforce applicable codes
 - 2.4. Posts building permit stop work orders
 - 2.5. Documents and tracks compliance and/or violations
 - 2.6. Coordinates with internal staff to determine the approved uses and regulations on a specific property
 - 2.7. Prepares case reports for administrative law proceedings and attends/testifies in court proceedings
 - 2.8. Determines ownership of property to ensure correct notification
 - 2.9. Oversees compliance and abatement of noncompliant properties
 - 2.10. Serves as a resource to other City Departments regarding business, zoning and building related complaints
 3. **Other duties as assigned**
 - 3.1. Performs related duties and responsibilities as required by management
 - 3.2. Maintains records, reports, inspections, etc., of all job-related activities
 - 3.3. Communicates in-person with the public during office hours
 - 3.4. Attendance and punctuality are essential to the functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors.
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QUALIFICATIONS

- Knowledge of business and zoning code enforcement practices, basic site and building inspection techniques and procedures, and civil citation procedures
- Knowledge of local health and safety codes
- Ability to detect hazards and violations and detail what the codes require during field inspection work
- Ability to obtain knowledge of South Salt Lake municipal code
- Knowledge of professional business communication, including but not limited to professional conversation, letters, emails, and reports
- Ability to communicate clearly and concisely, both orally and in writing
- Knowledge of conflict resolution techniques
- Skills to perform complex work assignments
- Knowledge of Administrative Law Judge court processes
- Ability to work with diverse cultural and socioeconomic groups
- Ability to establish priorities, work independently, and evaluate and negotiate alternatives to gain compliance
- Ability to communicate laws and regulations to the public or in a court of law and ability to communicate with violators about the importance of compliance
- Ability to effectively interact and communicate with others
- Ability to comply with all city policies and regulations, including safety and risk management standards
- Ability to fulfill GRAMA requests
- Knowledge of Microsoft Office programs

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and two years of experience in code enforcement experience with a government regulatory agency, general construction or related fields, or any equivalent combinations of related education experience.
- Must possess or obtain the ICC Commercial Building Certification and the ICC Residential Building Certification within 6 months of employment
 - *Opportunity to obtain additional ICC State Certifications. With additional ICC Certifications, employees may be assigned Building Inspector duties.*
- Must possess a valid state driver's license prior to employment

**** Failure to obtain/maintain license and certification
as outlined above may result in termination from the position ****

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment, in a city owned vehicle and on construction sites, occupied or vacant properties and residential/commercial properties. Exposure to dust, noise, and inclement weather. On occasions, there may be exposure to stressful human behavior situations due to disagreement. While performing the duties of this job, the employee will be required to walk, stand, sit, climb, balance, kneel, crouch or crawl, and use hands. The employee must occasionally lift and/or move up to 25 pounds.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Grade:18

Salary: \$42,779 – 64,702 Typically hire at minimum

CLOSING DATE: Open until filled

CITY APPLICATION MUST BE COMPLETED

Application available on website at www.sslc.com.

Email to HR@sslc.com or fax to 801-412-3276, or apply in person at

CITY OF SOUTH SALT LAKE, 220 E MORRIS AVE, 2ND FLOOR (2430 South)

FINAL APPLICANT MUST SUBMIT TO AND PASS A BACKGROUND CHECK
AND DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER. THIS ORGANIZATION USES E-VERIFY.