



Human Resources  
220 East Morris Avenue #200  
South Salt Lake City, UT 84115-3200  
Phone (801) 483-6028 Fax (801) 412-3276

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January 21, 2022

## **PUBLIC NOTICE**

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

### **ORDINANCE ENFORCEMENT OFFICER**

The Ordinance Enforcement Officer reports to the Neighborhoods Director; regulates and ensures compliance to City, County and State laws and ordinances of residential and commercial neighborhoods as they relate to public health, safety, and welfare; property maintenance, graffiti, blight, and other public nuisances.

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### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

1. Responsible for the enforcement of municipal code violations at both residential and commercial properties.
  - 1.1 Pro-actively patrols assigned area
  - 1.2 Receives and responds to complaints of potential code violations
  - 1.3 Conducts field investigations and premise inspections to ensure code requirements are met
  - 1.4 Makes findings, gathers evidence and reports violations of hazardous conditions, safety, sanitation and health issues
  - 1.5 Meets with owners and/or tenants to review and educate regarding code requirements
  - 1.6 Issues warnings, correction notices and citations in order to ensure code compliance
  - 1.7 Maintains case logs and records related to inspections and enforcement activities.
  - 1.8 Testifies and presents evidence in court hearings
  - 1.9 Manages abatements of nuisance properties including unsecured vacant buildings
2. Supports other City programs, departments, divisions and outside agencies as needed and as directed by the Urban Livability Director.
  - 2.1 Attends meetings and joint inspections to serve as a resource to other City departments, divisions and outside agencies.
  - 2.2 Assists the Community Connection Program with the co-ordination and supervision of volunteer groups providing tools, equipment, materials, and other needs as they arise.

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### **MINIMUM QUALIFICATIONS**

#### **EDUCATION, EXPERIENCE AND CERTIFICATIONS**

- Graduation from high school or GED equivalent and four years of experience in related field, or any equivalent combination of related education and experience.

- Must possess a valid state driver's license or have the ability to obtain one prior to start date

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of local, county and state ordinances and regulations, methods, policies, and procedures for issuing notices, citations and Notices of Violations, and of documenting, reporting and file management requirements.
2. Knowledge of evidence preparation and presentation procedures necessary for administrative law court hearings.
3. Skill in public and government relations with ability to communicate effectively both verbally and in writing; in establishing and maintaining productive working relationships.
4. Ability to accurately inspect properties and identify violations, to use effective conflict management methods; to use independent judgment.
5. Ability to establish and maintain positive and effecting working relationships with the general public.
6. Skill in word processing, spreadsheets, office machine usage and the operation of computers. electronic devices and other industry related software.

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### **PHYSICAL DEMANDS/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.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is frequently required to sit and talk or hear, stand and walk. The employee is occasionally required to use hands to operate objects, tools or controls, climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

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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.

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**GRADE: 17**

**SALARY RANGE: \$40,425 – \$61,152 TYPICALLY HIRE AT MINIMUM**

**CLOSING DATE: Open Until Filled**

**MUST COMPLETE CITY APPLICATION**

**Resumes submitted without application will not be considered.**

**Application available at [www.sslc.com](http://www.sslc.com)**

**FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN**

**EQUAL OPPORTUNITY EMPLOYER**

**THIS ORGANIZATION USES E-VERIFY**