



CITY OF SOUTH SALT LAKE POSITION DESCRIPTION

POSITION: ORDINANCE ENFORCEMENT OFFICER

DEPARTMENT: NEIGHBORHOODS

POSITION GRADE: 17

SUPERVISOR: DIRECTOR OF NEIGHBORHOODS

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.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Inspects and ensures compliance with municipal code standards and health/safety regulations at both residential and commercial properties.
 - 1.1 Patrols city to identify code violations and issues courtesy notices.
 - 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 Works on coordinated enforcement efforts with other city departments, such as police, fire, and community development, and with other agencies, such as the health department.
 - 1.8 Maintains case logs and records related to inspections and enforcement activities.
 - 1.9 Prepares documentation for cases proceeding through court for resolution.
 - 1.10 Testifies and presents evidence in court hearings.
 - 1.11 Communicates with the public, both in the office and on-site.
2. Oversees abatements of nuisance properties.
 - 2.1 Identifies abatement problems to resolve, including unsecured vacant buildings and property.
 - 2.2 Directs hiring and work of contractors to clean up, secure properties, and remove nuisances.
3. Supports other City programs, departments, divisions and outside agencies as needed and as directed.
 - 3.1 Attends meetings and joint inspections to serve as a resource to other City departments, divisions and outside agencies.
 - 3.2 Assists the Community Connection Program that works with volunteer groups to clean up neighborhoods and properties.
 - 3.3 Participates in community events to educate the public on the role of code enforcement.
 - 3.4 Fulfills GRAMA requests for government records.

4. Other duties as assigned by the department director.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and four years of experience in related fields, or any equivalent combination of related education and experience is required. Associates Degree or higher is preferred.
- Education or experience in criminal justice, law enforcement, building inspection, or public administration is preferred.
- Must possess or obtain International Conference of Codes (ICC) certification as it applies to municipal code enforcement within one year of start date.
- Must possess a valid state driver's license or have the ability to obtain one prior to employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of how to research and apply local, county and state ordinances and regulations.
2. Knowledge of methods, policies, and procedures for issuing notices, citations and Notices of Violations.
3. Skill in communicating effectively, both verbally and in writing. Skill using professional business communication techniques and in communicating with diverse cultural and socioeconomic groups.
4. Skill in customer service and relating to people in stressful situations.
5. Skill in effective conflict management methods.
6. Skill establishing and maintaining productive working relationships with colleagues and the public.
7. Skill in decision-making using independent judgment and analyzing situations to make appropriate decisions.
8. Skill in properly handling confidential information and files
9. Skill in word processing, spreadsheets, office machine usage and the operation of computers and mobile electronic devices and other industry related software.
10. Ability to accurately detect, document and report violations and hazards.
11. Ability to follow standard procedures for documenting, reporting and file management.
12. Ability to prepare and present evidence and follow procedures necessary for administrative law court hearings.
13. Ability to work independently, including solo encounters with property owners or tenants.
14. Ability to work outdoors, and sometimes in unpredictable conditions.
15. Ability to establish and maintain positive and affecting working relationships with colleagues and the general public.

16. Ability to comply with all city policies and regulations, including safety and risk management standards.
17. Ability to be punctual and accountable for all hours worked, both inside and outside the office.

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 25 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 sometimes uncertain or precarious places. On occasions, there may be exposure to stressful human behavior. The noise level in the work environment is usually moderate.

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.
