



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6026

September 7, 2023

PUBLIC NOTICE

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

Ordinance Enforcement Supervisor

POSITION SUMMARY

The Ordinance Enforcement Supervisor reports to the Neighborhoods Director, responsible for supervision of ordinance enforcement. The Supervisor regulates and ensures compliance with City, County, and State laws. This includes the compliance of private properties, abatement activities, and parking enforcement.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Coordinates and supervises ordinance enforcement and abatement activities.
 - 1.1. Establishes work assignments, sets schedules, provides on-the-job staff training, evaluates the effectiveness of division personnel, ensures work quality, documentation accuracy, and completeness with established standards and procedures.
 - 1.2. Receives complaints, determines responsibility for resolution, and delegates to appropriate personnel.
 - 1.3. Maintains accurate records of activities, prepares case files, and reports, and ensures confidentiality when pertinent.
 - 1.4. Responsible for division purchases, budgeting, and spending reports
 - 1.5. When necessary, schedules and coordinates cleanup/abatement of nuisance properties, including unsecured vacant buildings and properties.
 - 1.6. Assists with division and department planning of goals and objectives and in developing policies and procedures.
2. Ensures compliance with municipal code standards and health/safety regulations at residential, commercial, and industrial properties as an Ordinance Enforcement Officer.
 - 2.1. Patrols city to identify violations, conducts field investigations, and gathers evidence.
 - 2.2. Responds to complaints of potential code violations.
 - 2.3. Meets with owners and/or tenants to review and explain code requirements and compliance steps.
 - 2.4. Issues warnings, correction notices, or citations to secure code compliance
 - 2.5. Maintains case logs and records related to inspection and enforcement activities.
 - 2.6. Prepares evidence for court hearings and testifies when needed.
3. Supports other City programs, departments, divisions, and outside agencies as needed and as directed.
 - 3.1. Updates Community Resource Unit (CRU), enforcement officers, other city staff, and public agencies regarding activities
 - 3.2. Schedules and attends joint inspections to serve as a resource for other City departments, divisions, and outside agencies.
 - 3.3. Assist with department cleanups and volunteer groups to cleanup neighborhoods and properties.
 - 3.4. Participates in community events to educate the public on the role of ordinance enforcement.
 - 3.5. Fulfills Government Records Act (GRAMA) requests.
4. Other duties as assigned by the department Director.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent, and preferred three years' experience, two of which in code enforcement or similar civil/criminal enforcement, building inspection, or public administration or equivalent combination of related education and experience.
- 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 researching and applying local, county, and state ordinances and regulations.
2. Knowledge of methods, policies, and procedures for issuing notices, citations, and Notices of Violations.
3. Knowledge of evidence preparation and presentation procedures necessary for court hearings.
4. Skill using professional business communication techniques and communicating with diverse cultural and socioeconomic groups.
5. Skill in word processing, spreadsheets, office machines, and computer usage.
6. Skill in personnel and time management.
7. Skill in public and government relations.
8. Skill in decision-making, using independent judgment, and analyzing situations to make appropriate decisions.
9. Skill establishing and maintaining productive working relationships with colleagues and the public.
10. Ability to work independently, including solo interactions with property owners or tenants.
11. Ability to comply with all city policies and regulations, including safety and risk management standards.
12. Ability to be punctual and accountable for all hours worked, both inside and outside the office.
13. Ability to communicate effectively both verbally and in writing; ability to work and coordinate with City business owners and citizens on zoning, housing, nuisance, health, and city code issues; ability to coordinate joint abatement or enforcement efforts; ability to work with difficult and uncooperative individuals; ability to supervise and motivate personnel.

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.

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: 19

ANNUAL SALARY RANGE: 52,442.2413 - 79,323.5953

CLOSING DATE: Open until filled.

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.southsaltlakecity.gov or apply in person at

CITY OF SOUTH SALT LAKE

220 EAST MORRIS AVENUE, 2nd FLOOR.

**FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND
CHECK EQUAL OPPORTUNITY EMPLOYER**

This organization uses E-Verify