

IVINS CITY JOB DESCRIPTION CODE ENFORCEMENT OFFICER

DEPARTMENT:	BUILDING & ZONING	FLSA: NON-EXEMPT
DIVISION:		REVISED: 1/2007

GENERAL PURPOSE:

Responsible for the enforcement of provisions of the Ivins City Zoning Ordinance, Nuisance Ordinance, and other city and state codes; conducts field inspections, writes letters, sends violation notices and coordinates enforcement efforts with the City Attorney.

SUPERVISION RECEIVED:

The Code Enforcement Officer works under the direct supervision of the Ivins City Building Official / Zoning Administrator.

SUPERVISION EXERCISED:

None – this is not a supervisory position.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

The Code Enforcement Officer performs the following functions:

1. Enforcement of Zoning Ordinance – Enforces provisions of the Zoning Ordinance by receiving and evaluating complaints, performs site inspections, sends violation notices, and works with the City Attorney as necessary. Also enforces sign provisions and issues sign permits, sends violation notices, and works with the City Attorney on other sign enforcement action as necessary.
2. Enforcement of Nuisance Ordinance – Receives, reviews, responds, and follows through on nuisance complaints, including weeds, dust, noise, encroachments, storage of personal property, animals, and related problems. Performs site inspections, sends violation notices, and works with the City Attorney as necessary.
3. Enforcement of Other Codes – Works with City Attorney regarding civil enforcement of other city and state codes.
4. Provides customer service in a friendly manner and provides public with information related to various City services, fees, hours, etc.
5. Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience:

1. Must have High School diploma or equivalent.
2. Five years experience in code enforcement or law enforcement.
3. Valid Utah Driver License.
4. Must be at least 21 years of age and a U.S. Citizen.
5. Previous experience in law enforcement helpful.

Knowledge:

1. Knowledge of municipal codes pertaining to zoning and code enforcement.
2. Knowledge of safe and efficient work practices as related to zoning and code enforcement.
3. Knowledge of principles, practices, methods, and techniques of code violation investigation and enforcement.
4. Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.

Skills:

1. Quality Control – Monitoring, inspecting, and testing construction of public infrastructure to ensure it meets minimum requirements and specifications.
2. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
3. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
4. Time Management – Managing one's own time and the time of others.
5. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
6. Speaking – Talking to others to convey information effectively.
7. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Negotiation – Bringing others together and trying to reconcile differences.

Abilities:

1. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
3. Written Expression – The ability to communicate information and ideas in writing so others will understand.
4. Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
5. Problem Sensitivity – The ability to recognize when something is wrong or is likely to go wrong.
6. Plan Interpretation – The ability to read and interpret engineering drawings, City ordinances, safety manuals, construction and design plans, specifications, and standards.
7. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
8. Perceptual Speed – The ability to quickly and accurately compare similarities and differences among sets of data, such as numbers, objects, plans or patterns. This ability also includes comparing a presented object with a remembered object.
9. Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
10. Depth Perception – The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
11. Near Vision – The ability to see details at close range (within a few feet of the observer).
12. Far Vision – The ability to see details at a distance.

WORKING CONDITIONS:

1. Moderate physical activity; may require stooping, bending, climbing in and out of construction areas, and infrequent lifting of light weights over 25 pounds.
2. Required to work outdoors in desert climate.
3. Moderate exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.