

**SUNSET CITY CORPORATION
POSITION DESCRIPTION BRIEF**

JOB TITLE: Ordinance Enforcement Officer
CLASSIFICATION: Part Time
RATE: \$16.00

GENERAL DESCRIPTION

This position is responsible for performing a variety of duties related to the enforcement of the Sunset City Ordinances, with special emphasis in the area of zoning, business licensing, health, safety and clearing public nuisances

SUPERVISION RECEIVED

Works under the guidance of the Police Chief

ESSENTIAL FUNCTIONS/JOB DUTIES

Investigate activity and complaints and, when necessary, issue informal notices, warnings and criminal charges for violation of the Sunset City Code.

Performs the daily operation of code compliance for zoning, housing and public nuisance violations.

Negotiates and recommends solutions to gain compliance in enforcement disputes.

Documents case clearly which could include pictures.

Documents violations in a manner consistent with municipal codes for possible prosecution if compliance is not obtained

Work with the Police Chief concerning issuance of criminal charge.

Appears in court as required and testify on citation issues.

Maintain a productive working environment which includes, but not limited to, a spirit of cooperation with co-workers, peers and the public.

Writes briefs, memo or other correspondence to communicate activities of the job.

Inspect property for abandoned or inoperative vehicles.

Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school, or its equivalent (GED).

AND

Preferably two years of responsible code enforcement experience with a government regulatory agency, preferably with a municipal or county government entity desired.

Special Requirements:

Must possess a valid Utah Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Handling multiple projects with interruptions
- Prioritizing and organizing workload to meet deadline
- Addressing citizens' issues with civility
- Communicate effectively both verbally and in writing
- Establish and maintain strong working relationships with internal personnel, other agencies and the public

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is frequently required to stand, sit, reach with hand and arms, talk, hear, see, walk, stoop, kneel, crouch or crawl, use hands to grab and handle or feel, lift 25-50 pounds and drive. The employee must occasionally lift and/or move more than 50 pounds. Physical exertion is required for frequent climbing, bending, reaching,

kneeling, sitting or standing for prolonged periods of time. Duties require sufficient mobility to work in a typical office setting and use standard office equipment, as well as sustained posture in a seated position for prolonged periods of time. Specific vision requirements for this position include close vision, distance vision, peripheral vision and depth perception.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Duties are performed in an office environment or in the field during code enforcement observation patrols or investigations. Employee risks physical hazards from obstacles, debris, noxious fumes, toxic chemicals and angry and volatile citizens. The noise level in the work environment is usually quiet to moderate.