

# South Jordan City

## Job Description

<b>Title:</b>	<b>Code Compliance Inspector</b>	<b>Effective Date:</b>	<b>11/21/2018</b>
<b>Org:</b>	<b>100420</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>11</b>	<b>Workers Comp:</b>	<b>Municipal</b>

### GENERAL PURPOSE

Under general supervision, assure compliance with provisions of the municipal code pertaining to violations of code and/or zoning through regular inspections and investigations. Inspect business or property and evaluate against appropriate ordinance to determine violations and initiate actions to correct any violations that are found.

~~SUPERVISOR:~~ Assistant City Manager

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager

Job attendance is required, except for authorized leave.

Respond to citizen complaints regarding alleged violations of city codes, ordinances, and regulations. Inspect the city for code and ordinance violations. Determine the nature of the violation and advise the property owners and others as needed. Coordinate and monitor solution.

Conduct field investigations and property inspections to determine extent of violations; check for "clear view" on corner lots, verify business licenses, monitor sign compliance, monitor property use for zoning compliance; prepare various investigative reports; initiate legal proceedings where appropriate and coordinate the same with city legal staff; may administer preliminary sanctions as allowed by ordinance or code; give testimony in a court of law as required.

Enforce zoning violations, weed abatement, and nuisances within the city. Issue misdemeanor and administrative citations. Investigate and enforces unauthorized dumping within the city. Enforce City ordinances by issuing warnings, citations or taking other corrective action.

Coordinate code enforcement activities with other city departments as necessary.

Responsible for the proper care and maintenance of all assigned equipment.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Six (6) months of related work experience and demonstrate an aptitude and ability to perform above or related duties.

2. Special Qualifications:

Valid Utah Class D Driver License

3. Knowledge, Skills & Abilities:

Working knowledge of public zoning laws; effective interpersonal communications; city and state codes and ordinances related to multiple aspects of property rights, boundaries, subdividing and zoning, signing etc.; legal system and securing sanctions for violations; and various investigative techniques.

Skill in diplomacy, cooperative problem solving, exercising good judgment in difficult situations, and communicating to citizens and city staff.

Ability to operate a personal computer and Microsoft products.

Ability to listen and work under stress related situations.

Ability to enforce regulations with firmness, tact, and impartiality; keep operating records and maintain various written reports; read maps and locate property; establish and maintain effective working relationships with employees, other agencies and the public; comprehend interpret and enforce City ordinances, codes and regulations.

When directed, assist in review of codes, ordinances and regulations; receive legal interpretations as needed to direct enforcement of compliance; make recommendations related to practical application of codes and ordinances; assist in adapting, modifying or rewriting codes as needed.

4. Working Conditions:

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting (50-75 lbs.), etc. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Frequent local travel required in course of performing portions of job functions.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>PS Worker</b>
<b>Location:</b>	<b>Building</b>	<b>EEOP Class:</b>	<b>ProtServSworn</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>330</b>