



CITY OF SOUTH SALT LAKE POSITION DESCRIPTION

Position Description: Ordinance Enforcement Technician
Department: Neighborhoods
Position Grade: 16
Supervisor: Ordinance Enforcement Supervisor
FLSA Status: Non-exempt
Revision date: December 2023

POSITION SUMMARY

The Ordinance Enforcement Technician works under the direction of the Ordinance Enforcement Supervisor within the Department of Neighborhoods. The Technician supports compliance with City, County and State laws and ordinances as they relate to public health, safety, and welfare, including property maintenance, inoperable vehicles, parking, graffiti, blight, and other public nuisances. The Technician assists Code Enforcement Officers with research, reporting, responding to inquiries, managing fee collections and ensuring quality documentation.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Ensures compliance with municipal code standards and health/safety regulations at private residential and commercial properties.
 - 1.1 Receives and responds to complaints of potential code violations. Assists the public with inquiries, in person meetings and correspondence. Upholding the City's customer service standards.
 - 1.2 Assists enforcement officers with essential correspondence, including notice of violations, subpoenas and appeals.
 - 1.3 Maintains case logs and searches records related to inspections and enforcement activities.
 - 1.4 Maintains registry of vacant properties and manages annual registration process.
 - 1.5 Prepares documentation for cases proceeding through court for resolution.
 - 1.6 Communicates with the public and processes GRAMA requests for information.
 - 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 Prepares progress reports and summaries of code enforcement actions.
2. Oversees abatements of nuisance properties.
 - 2.1 Processes abatement orders between the courts and property owners.
 - 2.2 Hires and directs work of contractors to cleanup, secure properties, and remove nuisances.
3. Coordinates collection of fines for non-compliance.
 - 3.1 Maintains records of fines accrued, payments, due dates and overdue fines.
 - 3.2 Initiates collections of fines, utilizing collection agencies as needed.
 - 3.3 Processes liens on properties for non-payment.

4. Supports other City programs, departments, divisions and outside agencies as needed and as directed.
 - 4.1 Serves as a resource to other City departments, divisions and outside agencies.
 - 4.2 Participates in community events to educate public on role of code enforcement.
 5. Other duties as assigned by Supervisor.
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MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and two years of experience in related field, or any equivalent combination of related education and experience is preferred.
- Preferred related fields include code enforcement, zoning enforcement, law enforcement, public safety, criminal justice, building inspection, environmental health inspection, public administration, or planning.
- Must possess or obtain within one year of start date:
 - Utah Ordinance Compliance Association (UOCA) certification
- 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, mobile electronic devices and 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 establish and maintain positive and effecting working relationships with colleagues and the general public.
15. Ability to comply with all city policies and regulations, including safety and risk management standards.
16. 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 frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

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.

SALARY: GRADE 16 \$18.88 - \$28.56 (TYPICALLY START AT MINIMUM)

OPEN UNTIL FILLED

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.sslc.gov

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER

THIS ENTITY USES E-VERIFY