# west_jordan_logo_stacked

# CITY OF WEST JORDAN

# 8000 Redwood Road, West Jordan, Utah 84088

### CODE ENFORCEMENT OFFICER

**JOB POSTING**

#### Opening Date: March 17, 2020 Closing Date: Open until filled

**Hourly Range:** $20.31 - $28.89 **Status:** Full-time, Non-exempt

*The statements and information in this document are neither intended to nor do they create contractual or other rights on behalf of any person hired by the City.*

1. **SUMMARY**

Under general supervision, to perform a variety of duties both in the office and in the field. Specific duties may include interaction with the public, computer data entry, investigation and reporting of ordinance violations, and general assistance to city personnel as determined. This position is a merit employee position that has the protections found in Utah Code §10-3-1105(1)(a).

1. **SUPERVISION EXERCISED**

None.

1. **ESSENTIAL DUTIES**

* Identifies and enforces city zoning regulations and applicable codes. Responds to complaints of code violations and contacts citizens to achieve compliance.
* Coordinates code enforcement activities with other city departments and personnel.
* Subpoena services and conduct property inspections in accordance with the city ordinances.
* Identifies abandoned vehicles, locates owners, and conducts vehicle impounds. Identifies and resolves parking problems and other traffic hazards.
* Maintains accurate logs and reports of all complaints received and all violations viewed.
* Prepares all necessary documents and inputs all ordinance cases in the computer program.
* Prepares cases for the courts and appears as needed.
* Provides educational information to citizens through handouts, presentations, and in one on one conversations.
* Attends training and information meetings concerning community programs.
* Follows all safety procedures for operation of all equipment and vehicles used.
* Receives information from citizens in person, by telephone, and in writing. Ensures that information is properly distributed to the appropriate person(s).
* Perform other related duties and responsibilities as assigned.

1. **JOB RELATED AND ESSENTIAL QUALIFICATIONS**
2. **Knowledge of:**

* City zoning regulations and codes; health codes and their application.
* Pertinent Federal, State, and local laws, codes, and regulations.
* Modern office procedures, methods, and equipment including computer equip­ment and applicable software programs.
* Principles and procedures of record keeping.
* Principles and techniques used in dealing with the public.
* Safe driving principles and practices.

1. **Skill with:**

* Operating modern office equipment including computer equipment and software.
* Operating communications equipment including telephone and two-way radios.
* Operating a motor vehicle safely.

1. **Ability to:**

* Learn local geography, city streets, public buildings and businesses.
* Learn to properly interpret and make decisions in accordance with federal, state, and local policies, procedures, laws, and regulations.
* Prepare clear and concise reports.
* Keep records and files of work progress.
* Act quickly and calmly in emergency situations.
* Meet and deal with the public tactfully and effectively.
* Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
* Communicate clearly and concisely, both orally and in writing.
* Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
* Professionally communicate with citizens, other employees, and agencies in difficult and possibly hostile situations.

1. **Minimum Qualifications:**
2. **Experience:**

* Two years of customer service experience dealing with conflict resolution and handling customer complaints, oral presentations, and report writing.

1. **Education and/or Training:**

* Equivalent to a high school diploma or GED. One year in a criminal justice or code enforcement field is preferred.

1. **License or Certificate:**

* Valid Utah Driver’s License.

1. **Special Requirements:**

* Essential duties require the following physical skills and work environment:
* Ability to work in a standard office environment; ability to travel to different sites and locations; and ability to handle extreme pressure and fatigue due to daily exposure to almost always stressful situations.
* Must be able to lift and carry 30 lbs. for 25 yards.
* Must maintain a professional appearance where tattoos, body piercing, or branding are not visible at any time when the employee is identifiable as a Code Enforcement Officer.

**HOW TO APPLY**

Interested applicants must complete and submit a City application and resume to Human Resources through the website at [www.westjordan.utah.gov](http://www.westjordan.utah.gov). This position is open until filled with first review on March 31, 2020. EOE.