



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6028 Fax (801) 412-3276

September 6, 2016

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

ORDINANCE ENFORCEMENT OFFICER

The Ordinance Enforcement Officer reports to the Urban Livability Division Manager; is responsible for ensuring compliance to City, County and State laws and ordinances regarding City property maintenance; housing; nuisances; and public health, safety and welfare.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Responds to complaints of potential code violations
 - 1.1 Conducts field investigations
 - 1.2 Conducts premise inspections to ensure health, welfare and safety requirements are met
 - 1.3 Gathers evidence
 - 1.4 Meets with owners and/or tenants to review and explain code requirements
 - 1.5 Makes findings
 - 1.6 Issues warnings, correction notices or citations in order to secure code compliance
 - 1.7 Maintains case logs and records related to inspection and enforcement activities.
 - 1.8 Testifies and presents evidence in court hearings
 - 1.9 Assists and supports Animal Services and Community Connection activities, and other duties as assigned
2. Supports other departments as directed by Division Manager

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and four years of experience in related field, or any equivalent combination of related education and experience.
- 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 City codes and Salt Lake County adopted health codes; knowledge of evidence preparation and presentation procedures necessary for court hearings.
2. Skill in word processing, spreadsheets, office machine usage and the operation of micro-computers; skill in public and government relations.

3. Ability to communicate effectively both verbally and in writing, ability to work and coordinate with City business owners and citizens on zoning, housing, nuisance, health and city code issues.

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 occasionally required to reach with hands and arms. The employee is frequently required to sit and talk or hear, stand and walk. The employee is occasionally required to use hands to operate objects, tools or controls, climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

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.

GRADE: 16

WAGE: \$15.98 - 24.17 per hour - TYPICALLY HIRE AT MINIMUM

CLOSING DATE: Open Until Filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.sslc.com and fax to 801-412-3276

or apply in person

CITY OF SOUTH SALT LAKE

220 EAST MORRIS AVENUE (2430 South)

2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER

THIS ORGANIZATION USES E-VERIFY