



NIBLEY CITY

Code Enforcement Officer

Salary: \$18.65 to \$27.55/hour DOQ

Deadline: Open until filled

Hours: Part-Time; This position may require varied hours depending upon the workload and is likely to require 5-20 hours/week. Daily schedule is flexible.

Position

The Code Enforcement Officer performs a variety of technical duties in support of the City's code enforcement program; Monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, building codes, health and safety, public nuisances and other matters of public concern; Serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions. Works under the direction of the City Planner.

Job Duties/Functions:

- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related City codes and ordinances; interview complainants and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative citations and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the City; appear in administrative appeal hearings and/or court as necessary; testify at hearings and court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrol the City to identify and evaluate problem areas and ordinance violations; determine proper methods to resolve violations.
- Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain City codes and ordinances to members of the general public, business owners, and other interested groups in the field, over the counter, on the telephone, and on the computer.
- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- May assist in researching, drafting, and rewriting City codes; participate in the development of forms and processes used to address various issues.
- Manage and perform a variety of field and office work in support of the City's code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, building codes, health and safety, and other matters of public concern.
- Seek out methods to improve department and City processes.

Education and Experience

- High School Diploma or GED supplemented by specialized training, or college-level coursework in criminal justice, public administration, business administration, or another related field, AND

- One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of City or municipal codes is highly desirable, OR
- An equivalent combination of education and experience.

Knowledge, Skills, Abilities

Knowledge of

- Operations, services, and activities of a City code compliance program.
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property, building, health and safety, and related areas.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- City services and organizational structure as they relate to code compliance.
- Legal actions applicable to code enforcement compliance.
- Effective public relations practices.
- Principles and procedures of record keeping. Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- Occupational hazards and standard safety practices.
- Geographic features and locations within the area served.

Ability and Skill in

- Independently perform a full range of municipal code enforcement and compliance duties.
- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, property, building, health and safety, and related areas. Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner. Investigate complaints and mediate resolutions in a timely and tactful manner.
- Prepare accurate and detailed documentation of investigation findings. Maintain complex logs, records, and files. Research, compile, and collect data. Prepare clear and concise technical reports.
- Make oral presentations and testify in court. Work independently in the absence of supervision. Read City maps and property profiles.
- Read and interpret legal documents and descriptions. Understand and follow oral and written instructions.
- Type and enter data accurately at the speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Be accountable to the department and fellow employees; valuing integrity, open communication, and professionalism in all interactions.
- Assist individuals, teams, or departments with creative problem solving and work product.

- Communicate effectively with supervisors, co-workers, and the public.
- Exercise initiative, independent judgment, and act resourcefully under varying conditions.

Benefits

- Nibley City Fit pass for employee and family
- Inclusion in Nibley City employee events; Heritage Days, Holiday & Summer parties

Physical/Environmental Demands

- Ability to occasionally, lift, carry and/or move up to 30 pounds and somewhat regularly lift and carry 10-15 pounds and to drive, sit, stand, walk, talk, hear and operate a keyboard using fine motor skills to write and utilize computer software.
- Ability to work outside, including in hot and/or inclement weather, and work around odors, potential hazardous substances, infectious disease and irritants on occasion.
- This position is onsite; the employee must be physically present on the premises during regular office hours.

Application Process

Interested applicants should send a completed Nibley City Job Application and resume to levi@nibleycity and cheryl@nibleycity.com. Please include *Code Enforcement Position* in the subject line.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs and direction of the City by the City Council and requirements of the job change.

Nibley City is an equal opportunity employer and will not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, or on the basis of physical or mental disability unrelated to the ability to perform the work required.