

**CODE ENFORCEMENT OFFICER**

**Full Job Description**

**Job Summary –** Performs observation patrols for zoning violations within Heber City to initiate and ensures actions are taken to achieve compliance. Code Enforcement Officers are under the direct supervision of the Heber City Police Department, and shall abide by all policies and procedures set by the Chief of Police or his/her designee.

**Minimum Education and Certification Qualifications**

* Experience in code enforcement, zoning enforcement, building inspection, environmental health inspection, vehicle abatement,
* Must have knowledge of city ordinances and procedures.

**Special Requirements**

* Must be certifiable as a Special Function’s Officer, or a Law Enforcement Officer (Preferred) through Utah Police Officer Standards and Training (POST).
* Must have a valid Utah Driver’s License.
* Must live within the 35-mile boundary requirement.
* Must have a working knowledge of enforcing state and local law and ordinances.
* Training in CPTED (Crime Prevention Through Environmental Design), or certification in the Utah Ordinance Compliance Association (UOCA), American Association of Code Enforcement (AACE1) is preferred.

**Essential Functions**

The following duties and responsibilities are intended to be representative of the work performed by the incumbent in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

* Inspects and enforces Heber City Municipal Code and city ordinances, and other non-conforming issues.
* Issues Voluntary Correction Agreement and/or Administrative Citations as needed for ordinance violations, and tracks cases for records and follow-up purposes.
* Update and revise municipal and city code regularly, and work with the city attorney to ensure laws and procedures are being followed.
* Inspects for compliance following notice and prior to legal action by applying knowledge of ordinance requirements and field inspection practices.
* Notifies property owners and/or occupants of property of ordinance violations in writing, noting ordinance violations and possible alternatives for correction using communicative skills, experience, professional judgement, and effective public relations.
* Identifies and initiates any special inspection requirements and assure that conformance with these requirements is obtained and all follow-ups and holds are observed.
* Determines the appropriate course of action needed to resolve violations and achieve compliance with the various ordinances and codes, including working with county and state agencies, or other departments within the city.
* Assists the city attorney’s office in legal compliant preparation and prosecution of cases involving violations of city ordinances, and testifies in court if needed.
* Answers all incoming complaints by phone and handles all complaints submitted by email.
* Attends meetings and events related to code enforcement duties, i.e. Development Review Committee, Wasatch County Weed Board, Planning Commission, and City Council Meetings as assigned.
* Compiles and tracks all monthly statistics pertaining to code enforcement.
* Performs any other duties as needed or assigned.

**Skills and Abilities**

* Collaborate and work closely with other city departments, and external agencies.
* Interact with customers to communicated and respond to their concerns.
* Establish and maintain effective working relationships with elected officials, managers, employees, other agencies, and the public.
* Support and assist other staff and/or departmental personnel in their enforcement tasks as required by advising, interpreting and verifying ordinance information.
* Answer questions and provides information and direction regarding land use requirements and ordinance application.
* Research and gather information for active compliance cases in preparation for court hearings.
* Read, write, understand and interpret code and zoning ordinances.
* Use of standard office tools, computers, copy machines, and software.

**Working Conditions and Physical Requirements**

* Work in a wide variation of conditions, from a typical office setting to field work. Exposure to hazards associated with construction sites.
* Works in all weather conditions and be able to walk/hike up hills that may or may not have established trails.
* Work with and professionally handle intermittent exposure to stress as a result of human behavior.
* Required to feel attributes or objects, sit for long periods of time, talk, hear, grasp, push, stand, walk, drive, reach with hands/arms, stoop, kneel, and use repetitive wrist, hand and/or finder movement.
* Be willing to work a schedule set forth by the Criminal Intelligence Unit sergeant or supervisor.