

Santa Clara

Job Description



Title:	Code Enforcement Officer	Code	000
Division:	Building	Effective Date:	1/11/2017
Department:	Building	Last Revised:	1/2017
FLSA Status:		Non-Exempt	

GENERAL PURPOSE

Performs a variety of technical duties as needed to assure compliance with City codes. Responsible for the enforcement of provisions of the Santa Clara City Zoning Ordinance, Nuisance Ordinance, and other city and state codes. Also responsible for enforcement of warrants issued by the Santa Clara Justice Court. conducts field inspections, writes letters, sends violation notices and coordinates enforcement efforts with the City Attorney and Building Official and the Judge of the Santa Clara Justice Court.

SUPERVISION RECEIVED

Works under the general supervision of the Santa Clara City Building Official/Zoning Administrator. Coordinates warrant enforcement with the Clerk/Judge of the Santa Clara Justice Court.

SUPERVISION EXERCISED

None – this is not a supervisory position.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

The Code Enforcement Officer performs the following functions:

1. Enforcement of Zoning Ordinance – Enforces provisions of the Zoning Ordinance by receiving and evaluating complaints, performs site inspections, sends violation notices, and works with the City Attorney as necessary. Also enforces sign provisions and issues sign permits, sends violation notices, and works with the City Attorney on other sign enforcement action as necessary.
2. Enforcement of Nuisance Ordinance – Receives, reviews, responds, and follows through on nuisance complaints, including weeds, dust, noise, encroachments, storage of personal property, animals, and related problems.
3. Works with the City of Santa Clara Court on identifying outstanding warrants and uses means to collect outstanding fees including the serving of warrants or working with the Police to serve such a warrants. May spend time in court to assist with Bailiff duty.
4. Enforcement of Other Codes – Works with City Attorney regarding civil enforcement of other city and state codes.
5. Coordinates code enforcement activities with other City departments as necessary; works closely with the Building Department, Police Department, and City legal staff regarding interpretations and enforcement of codes.
6. Receives daily complaints from citizens regarding alleged violations of City ordinances, codes, and regulations; determines nature of the allegation and appries callers of possible investigation schedule.
7. Advises property owners, builders, contractors, architects, or developers as needed to apprise appropriate parties of concerns and potential violations; searches tax records, obtains facts necessary to determined proper course of action; coordinates and monitors solutions.
8. Conducts regular review of codes, ordinances, and regulations; receives legal interpretations as needed to direct enforcement of compliance; makes recommendations related to practical application of codes and ordinances; assists in adapting, modifying or rewriting codes as needed.
9. Provides customer service in a friendly manner and provides public with information related to various City services, fees, hours, etc.

10. Performs other duties as assigned.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

A. Graduation from high school, plus two (2) years of specialized training provided through in-service, professional workshops, technical college or university studies is preferred.

AND

B. Two (2) years of responsible experience performing above or related duties; preference for experience related to local government and investigation; law enforcement civil and/or criminal investigation or some other related field.

C. Preference may be given to candidate who is P.O.S.T. certified as a Special Functions Officer.

D. An equivalent combination of education and experience.

E. Valid Utah Driver License.

F. Must be at least 21 years of age and a U.S. Citizen.

2. **Knowledge, Skills, and Abilities:**

A. **Some knowledge** of liability issues which arise out of investigative procedures; effective interpersonal communications; city and state codes and ordinances related to multiple aspects of public works, property rights, boundaries, zoning, signing, etc. legal system and securing sanctions for violations; various investigative techniques; report writing and public relations.

B. **Considerable skill** in the art of diplomacy and cooperative problem solving.

C. **Some ability** to enforce regulations with firmness, tact, and impartiality; keep operating records and maintain various written reports' read maps and locate property; establish and maintain effective working relationships with employees, other agencies and the public. Comprehend and interpret complex regulations relating to zoning and other City ordinances.

Additional Knowledge:

1. Knowledge of safe and efficient work practices as related to zoning and code enforcement.
2. Knowledge of principles, practices, methods, and techniques of code violation investigation and enforcement.
3. Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.

Additional Skills:

1. Quality Control – Monitoring, inspecting, and testing construction of public infrastructure to ensure it meets minimum requirements and specifications.
2. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
3. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
4. Time Management – Managing one's own time and the time of others.
5. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
6. Speaking – Talking to others to convey information effectively.
7. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Negotiation – Bringing others together and trying to reconcile differences.

Additional Abilities:

1. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.

2. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
3. Written Expression – The ability to communicate information and ideas in writing so others will understand.
4. Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
5. Problem Sensitivity – The ability to recognize when something is wrong or is likely to go wrong.
6. Plan Interpretation – The ability to read and interpret engineering drawings, City ordinances, safety manuals, construction and design plans, specifications, and standards.
7. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
8. Perceptual Speed – The ability to quickly and accurately compare similarities and differences among sets of data, such as numbers, objects, plans or patterns. This ability also includes comparing a presented object with a remembered object.
9. Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
10. Depth Perception – The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
11. Near Vision – The ability to see details at close range (within a few feet of the observer).
12. Far Vision – The ability to see details at a distance.

3. **Special Qualifications:**

- A. May be required to become P.O.S.T. certified as a Special Functions Officer.
- B. Must possess a valid Utah driver's license.
- C. Maintain membership in U.O.C.A. and complete certification.
- D. May be asked to pass and maintain the police department's fitness test.

4. **Work Environment:**

- A. Moderate physical activity; may require stooping, bending, climbing in and out of construction areas, and infrequent lifting of light weights over 25 pounds.
- B. Required to work outdoors in desert climate.
- C. Moderate exposure to stress as a result of human behavior.

ADDITIONALLY

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Frequent local travel required in course of performing portions of job functions. May be exposed to uncomfortable weather condition while working outside. Will assist all other City Departments including the Santa Clara/Ivins Police Department.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.

Date: _____