



Job Description

TITLE: Code Enforcement Officer
DEPARTMENT: Community Development
GRADE: 14
FLSA: Non-exempt
EEO DESIGNATION: Technician
REVISION DATE: 11/03/2020

POSITION SUMMARY

Under the direction of the Community Development Director or their designee, the Code Enforcement Officer performs ordinance enforcement activities. The duties related to the City's code compliance program, including the identification, investigation, and correction of violations of the City's zoning code, sign ordinance and development related codes. The Code Enforcement Officer investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations and initiates abatement procedures and performs related work as required. Other duties in the office including filing, organizing, and dealing with customers that come to the Community Development Counter may also be required.

ESSENTIAL FUNCTIONS:

- Approve and issue banner permits for businesses operating in Draper.
- Receives, records, and investigates complaints from the public and staff regarding violations of City codes, ordinances, standards and permits.
- Interacts with citizens, developers and property owners using customer service skills in a professional manner to educate about the City's codes and resolving code violations.
- Assist in recommending and preparing code amendments as assigned.
- Coordinate enforcement efforts on a city-wide basis and prepare literature to assist the public in understanding these codes.
- Prepare reports related to code compliance activities and services; may present information to the City Manager, Mayor, City Council, and Planning Commission related to assigned activities.
- Coordinate enforcement activities with other City departments and governmental entities.
- Coordinate with City Attorney on all Court actions related to enforcement of codes.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Filing, organizing and dealing with customers at the Community Development counter.
- Perform other duties as assigned.



Job Description

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or GED, a valid Utah Driver's License and at least one year of code enforcement related experience. It is preferred that the Code Enforcement Officer will have graduated from an accredited college/university with a Bachelor's degree in criminal justice, public administration, planning or related field.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have a thorough knowledge and understanding of Draper City's zoning, sign, development related codes and special event process.
2. Courteously and accurately enforce City codes.
3. Communicate effectively both verbally and in writing.
4. Excellent customer service orientation and skills are essential.
5. Must have the ability to prepare clear and concise reports: and to apply word processing and other personal computer applications.
6. Must have the ability to work effectively in a sometimes stressful environment.
7. Must have the ability to communicate and coordinate effectively with other city staff and representatives of other organizations to accomplish shared and multi-disciplinary tasks.
8. Must have the ability to establish and maintain effective working relationships with employees, public officials, contractors, developers, citizens, property owners and the public.
9. Must have the ability to meet expected deadlines and attain measurable results as defined by the Community Development Director or their designee.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Functions of the position are subject to all seasonal and weather extremes, and travel conditions. Person in this position will be required to use a vehicle to drive to addresses and locations throughout Draper City. Person in this position is also required to work at a computer station for periods of time during the work day. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Unique mental stresses associated with code enforcement demands may be present. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around a variety of terrains. May occasionally lift or otherwise move objects weighing up to 50 pounds. This position has exposure to stressful situations as a result of human behavior and related to time deadlines.



Job Description

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.