

POSITION TITLE: Code Enforcement Specialist
DEPARTMENT: Development Services
FLSA STATUS: Non-Exempt
SALARY GRADE: F
REPRESENTATION: None

GENERAL POSITION SUMMARY:

This position conducts site and field inspections and enforces the City of Sandy’s Municipal Code, primarily focused on Titles 5, 12, 15, 17, and Chapter 8.16 of Title 8. This position investigates complaints, informs people of violations, explains solutions, sets and enforces compliance deadlines, and issues citations when warranted while completing all of these duties with impartiality. This position works under the direction of the Development Services Director.

ESSENTIAL JOB FUNCTIONS:

These essential job functions only represent the core areas of responsibilities, specific assignments will vary based on the needs of the department.

- Responds to and investigates inquiries and complaints regarding code violations, acts to mediate and resolve conflicts.
- Meets with business owners, developers, and residents to inform them of violations, explains solutions, and sets and enforces compliance deadlines.
- Organizes and maintains documentation on all code enforcement contacts.
- Recommends and implements code enforcement policies and procedures and ensures uniform application of compliance requirements.
- Enforces the business license program in Title 5, including communication with businesses without a license.
- Enforces Chapter 8.16 of Title 8.
- Enforces the street tree standards in Title 12, including inspections to verify proper installation of trees.
- Enforces the sidewalk standards in Title 12, including distribution of Public Works Department permit forms.
- Enforces the dark sky code in Title 15, including enforcement of light trespass.
- Enforces the sign code in Title 15, including enforcement of temporary signs.
- Enforces all regulations in Title 17, which is the Sandy Development Code.
- Enforces code compliance with conditions of approval imposed in land use applications and determines actions to be taken to address violations of the conditions.
- Assists with enforcement of the dangerous and derelict building codes in Title 15.
- Issues citations when warranted and after consultation with the Development Services Director, and occasionally attends court proceedings and makes presentations before the Municipal Judge on code violations.
- Establishes and maintains positive working relations with coworkers, citizens, builders, developers, and the general public.

- Performs other duties as assigned.

Education, Training and Experience:

Bachelor's degree from an accredited college or university with major course work in planning, public administration, or closely related field and two years of increasingly responsible experience.

- Advanced knowledge of City codes and related statutes.
- Advanced knowledge of Code compliance methods and techniques.
- Knowledge of zoning and land use regulations.
- Knowledge and experience in construction processes.
- Knowledge of personal computers and software applications.

Necessary Knowledge, Skills and Abilities:

- Excellent communication skills to communicate violations and corrective actions in a firm and impartial manner.
- Ability to resolve conflicts.
- Ability to understand complex city code and related statutes.
- Able to perform mathematical calculations.
- Perform detailed records research.
- Ability to read, understand, and explain topographical maps, landscape plans, plot plans, blueprints, aerials, and GIS data.
- Analyze and interpret code enforcement situations to resolve issues.
- Provide excellent customer service.
- Knowledge of computer hardware and software programs, which includes but is not limited to Microsoft Office and Excel.
- Communicate effectively with coworkers, management, elected officials and the general public and display excellent interpersonal skills and awareness of controversial and /or sensitive/confidential matters.

Special Requirements/Licenses:

- Possession of, or required to obtain a valid driver's license within thirty (30) days of hire.
- Must be able to pass the department's security clearance standards, including reference check, criminal history check and satisfactory driving record.

SUPERVISION RECEIVED:

Works under the direct supervision of the Development Services Director who holds the employee accountable for achieving the Council goals and objectives and job responsibilities in this job description.

SUPERVISORY RESPONSIBILITIES:

None

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to carry on conversations in one-on-one and small group settings.
- Must have sufficient hand eye coordination to operate common business and media equipment.
- Must be able lift and/or move up to 50 pounds. Reaching, bending, stretching and handling objects as required.
- Specific vision abilities required by this job include; close vision, distance vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

General office computer/equipment including, but not limited to, keyboard, spreadsheet, and databases; motor vehicle; computer software, document scanning program, copier, calculator, and telephone.

WORK ENVIORNMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises.
- Moderate Physical Work: Must be able to move objects by exerting up to (50) pounds of force.
- Occasionally exposed to wet and/or humid conditions, or airborne particles.
- Work outdoors involves conducting field inspections on uneven ground or in various buildings and construction sites.
- Work duties occasionally requires evening hours to determine compliance associated with the dark sky ordinance.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.



**CITY OF SANDY
JOB DESCRIPTION**

Kelly O'Neill Jr.
Development Services Director

Adopted: 00/00/0000

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date