

## **JOB DESCRIPTION**

Title: Code Enforcement Officer

Department: Green River City Public Safety

Position Status: Part time (30 hours per week)

Pay Range: \$13.68 to \$18.72 per hour depending on qualifications

Application Deadline: No later than 4:00 p.m. on April 15, 2016

## **GENERAL PURPOSE**

Under the supervision of the Mayor and City Council, performs administrative functions related to the criminal and/or administrative/civil enforcement of all city ordinances and state laws as needed, with a primary focus on immediate public safety, health and welfare issues of the residents of Green River City. Oversees the daily operation of Code Enforcement and ensures the highest level of service possible to the community.

## **POTENTIAL FOR CONVERSION TO FULL TIME**

Should the City of Green River experience growth, and/or the incumbent demonstrate an appropriate level of aptitude through the acquisition of the requisite certifications, knowledge, skills, and abilities; this position has the potential to convert to a full time position at the discretion of the Mayor and City Council.

## **EXAMPLE OF DUTIES**

---Reviews or inspects all new business license applications for compliance with municipal codes and state laws, investigates illegal businesses or unlicensed businesses and works with the State Department of Alcoholic Beverage Control regarding bars or establishments that serve alcohol.

---Ensures that incoming complaints are prioritized and delegated (if need be) to the appropriate agency or city office, and sees that violations are corrected.

---Interviews suspects or witnesses, gathers evidence and testifies in criminal or civil cases.

---When necessary, brings action, or causes action to be brought against violators of the municipal code or state laws by screening charges with the city attorney or Emery County District Attorney.

---Attends land use authority and planning and zoning meetings in in order to provide input or comment to those entities regarding pending item/issues. Gives testimony or presents evidence in civil revocation cases brought before any authority.

---Proactively patrols the city with the primary duty of detecting immediate public safety and health and wellness concerns. Initiates corrective notices for detected violations.

---Maintains a comprehensive and complete record of all enforcement activities including warnings or city sanctioned revocation cases, and uses the information to identify critical areas in the city in need of enforcement action or other city services to free the area of blight.

---Establishes and maintains a code enforcement training program that is approved by an accredited institution or professional organization. This training shall be no less than 40 hours annually. In addition, incumbent shall attend an additional minimum of 40 hours of annual training related to building inspection, emergency preparedness, or zoning administration.

---Serves as the City of Green River's representative on the Local Emergency Planning Committee.

---Incumbent will generally not work weekends or nighttime hours, but may be subject to weekend shifts or after hour shift/call outs as the situation dictates.

---Performs all other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and experience:**

---Graduation from an accredited high school or hold an equivalent GED.

---College degree is preferred (but not required), especially in the fields of Criminal Justice, Planning, Public or Business Administration, Political Science, Economics, or any other related field.

---Preference shall also be given to applicants with three or more years of experience in code enforcement, planning and zoning, emergency preparedness, disaster response, public, ore government relations. Experience is preferred but not required.

## **SPECIAL REQUIREMENTS**

---Must have a valid Utah Driver's License.

- Must be willing and able to travel to attend training and certification courses.
- Must successfully complete a one year probationary period.
- Must become a certified Code Enforcement Officer within one year of hiring.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of land use law and it' proper application, working knowledge of law enforcement and investigations as well as court room testimony and edict.
- Working knowledge of city zoning ordinances, health codes, and some knowledge of the principles and practices of city planning.
- Ability to establish and maintain effective working relationships with the general public and other city departments, and to find appropriate solutions to problems; ability to communicate effectively verbally and in writing (must be a people person).
- Ability to communicate with people in very stressful or combative situations.
- Ability to be creative in obtaining compliance from violators.
- Experience and proficiency in Microsoft programs and other applicable computer software.

### **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.
- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and smell.
- The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employee occasionally works in inclement weather conditions. The employee occasionally works in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.
- The noise level in the work environment is usually moderate.

### **HOW TO APPLY**

Cover letters and applications should be routed by mail, sent electronically, or hand delivered by April 15, 2016 no later than 4:00 p.m. to Green River City Recorder Conae Black at:

Conae Black  
P.O. Box 620  
460 East Main Street  
Green River, Utah 84525  
[cblack@greenriverutah.com](mailto:cblack@greenriverutah.com)

Please ensure to provide your best contact telephone number as qualified candidates will be contacted by telephone for interview scheduling.