

Code Enforcement Officer

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| DEPT: | Community Development | FLSA: | Non-Exempt |
| DIV: | Planning and Zoning | EEOC: | Admin Support |
| DATE: | October 2025 | | |



POSITION SUMMARY

Performs a variety of professional code enforcement duties as needed to receive and respond to complaints of ordinance violations. Coordinates field inspections, documentation, and legal processes to ensure compliance with city zoning and nuisance regulations.

SUPERVISION RECEIVED

Works under general supervision from the Community Development Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Receive and respond to code violation complaints via phone, email, and field observation; record and triage cases daily. Inspect properties, businesses, and public spaces to assess compliance with zoning, building, sign, weed, housing, and nuisance codes as needed. Research plats, property records, and ownership documents to verify legal status and prepare for enforcement actions.

Prepare, issue, and deliver notices of violation, warnings, citations, and correction orders; coordinate tracking and assignment of cases. Gather, document, and maintain evidence and case records for follow-up, administrative hearings, and prosecution; testify and present evidence before judges.

Coordinate with city departments, police department staff, code services administration, planning division, and city prosecutors to process, administer, and resolve violations.

Review business license applications, site plans, conditional use permits, and occupancy permits for compliance with city regulations and conduct related inspections.

Meet with property owners, tenants, business owners, and the public to explain code requirements and provide community resources. Operate a city vehicle to travel throughout the city for investigations and inspections; maintain a valid Utah driver's license.

Participate in community events, neighborhood meetings, and revitalization activities to support compliance and public outreach.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

A. Graduation from high school or GED equivalent

AND

B. Two (2) years of responsible experience in code enforcement, inspection, or a related field;

OR

C. An equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of city codes, zoning regulations, building, sign, weed, and nuisance ordinances. Working knowledge of evidence collection procedures and legal processes for administrative hearings and court testimony. Skill in conducting

inspections and using inspection tools and software. Ability to interpret and apply complex ordinances and regulations accurately. Ability to communicate effectively orally and in writing with diverse audiences. Ability to maintain accurate records and prepare clear reports. Ability to establish and maintain effective working relationships with officials, property owners, and the public.

Special Qualifications:

Must possess and maintain a valid Utah Driver's License

Work Environment:

Office and field environment with exposure to variable weather conditions. Requires standing, walking, climbing, stooping, kneeling, crouching, and lifting up to 50 pounds. May encounter noise, dust, and potential exposure to hazardous materials. Frequent travel throughout the city by vehicle.

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: _____

(Employee)