



Millcreek

Job Posting

CODE COMPLIANCE INSPECTOR I

Hiring Range: \$20.00/Hour - \$25.00/Hour

Competitive Benefit Package

Posted: June 29, 2018

Posting Closes: July 13, 2018

JOB SUMMARY

Under general supervision assure compliance with provisions of the municipal code pertaining to violations of code and zoning through regular inspections and investigations. Inspect business or property and evaluate compliance of appropriate ordinance to determine violations and initiate actions to correct any violations that are found.

POSITION(S) SUPERVISED

This position has no supervisory responsibilities.

TYPICAL DUTIES

1. Meet performance standards established with the employee's supervisor.
2. Respond to citizen complaints regarding alleged violations of city codes, ordinances, and regulations. Inspect the city for code and ordinance violations. Determine the nature of the violation and advise the property owners and others as needed. Coordinate and monitor solution.
3. Conduct field investigations and property inspections to determine extent of violations; check for "clear view" on corner lots, verify business licenses, monitor sign compliance, monitor property use for zoning compliance; prepare various investigative reports; initiate legal proceedings where appropriate and coordinate the same with city legal staff; may administer preliminary sanctions as allowed by ordinance or code; give testimony in a court of law as required.
4. Enforce zoning violations, weed abatement, and nuisances within the city. Issue misdemeanor and administrative citations. Investigate and enforce unauthorized dumping within the city.
5. Enforce City ordinances by issuing notice of violations, administrative citations, or taking other corrective action.
6. Coordinate code enforcement activities with other city departments as necessary. Responsible for the proper care and maintenance of all assigned equipment.
7. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. High School Diploma or G.E.D.
 - b. Two (2) years of experience related to above duties preferred.
2. Special Qualifications:
 - a. Valid Utah Class D Driver's License required.
3. Knowledge, Skills and Abilities:
 - a. Working knowledge of public zoning laws; effective interpersonal communications; city and state codes and ordinances related to multiple aspects of property rights, boundaries, subdividing and zoning, signing etc.; legal system and securing sanctions for violations; and various investigative techniques.
 - b. Skill in diplomacy, cooperative problem solving, exercising good judgment in difficult situations, and communicating to citizens and city staff.
 - c. Ability to operate a personal computer and Microsoft products.
 - d. Ability to listen and work under stress related situations.
 - e. Ability to enforce regulations with firmness, tact, and impartiality; create and maintain operating records and various written reports; read maps and locate property.
 - f. Establish and maintain effective working relationships with employees, other agencies and the public.
 - g. Understand, interpret and enforce City ordinances, codes and regulations.
 - h. When directed, assist in review of codes, ordinances and regulations; receive legal interpretations as needed to direct enforcement of compliance; make recommendations related to practical application of codes and ordinances; assist in adapting, modifying or rewriting codes as needed.

WORKING CONDITIONS

1. **Environment:** Work is performed primarily in a standard office environment with travel to different sites.
2. **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
3. **Vision:** See in the normal visual range with or without correction
4. **Hearing:** Hear in the normal audio range with or without correction.
5. **Attendance:** Employee is expected to be in the city offices during normal business hours Monday through Friday, however incumbent may be required to work overtime as needed.

Application Process:

Interested applicants should submit a resume with cover letter and references to:

Millcreek Human Resources

Attn: Laurie Johnson

3330 South 1300 East

Millcreek, UT 84106

OR

ljohnson@millcreek.us

Final candidate must be able to pass background check and pre-employment drug screen.

Millcreek is an equal opportunity employer *without regard to age, marital status, color, disability, national origin, sex, sexual orientation, gender identity, race or religion.*