

South Jordan City

Job Description

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| Title: | Senior Code Inspector | Effective Date: | 2/27/2025 |
| Org: | 100420 | FLSA: | Non-Exempt |
| Pay Grade: | GH17 | Workers Comp: | Municipal |

GENERAL PURPOSE

Perform working-level duties to assure compliance with provisions of the municipal code pertaining to violations of code and/or zoning through regular inspections and investigations. Inspect business or property and evaluate against appropriate ordinances to determine violations and initiate actions to correct any violations that are found. Serve as primary contact with the City Prosecutor about code compliance cases and coordinate related administrative duties.

SUPERVISOR

Assistant Building Official

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager

Job attendance is required, except for authorized leave. Occasional, 20% or less, of the essential job duties may be performed regularly from a remote location upon authorization.

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.

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.

Enforce zoning violations, weed abatement, and nuisances within the city. Issue misdemeanor and administrative citations. Investigate and enforces unauthorized dumping within the city. Enforce City ordinances by issuing warnings, citations or taking other corrective action.

Review new code cases submitted and assign work to Code Inspectors and Building Inspectors for code related items.. Compile work-related reports for code related tasks to assess productivity and time management of code inspectors and building inspectors.

Direct Code Compliance Inspectors and Building Inspectors with evaluating code case actions and resolving cases

Review and prepare cases sent to the city prosecutor.

Primary contact with the city prosecutor concerning all code cases sent to legal and coordinating all legal needs with submitted cases until resolved with the court.

Conduct regular 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.

Prepare and provide written and oral reports to boards, committees, and public interest groups as required to explain code compliance activities and program needs; give testimony in a court of law as an expert witness.

Coordinate code enforcement activities with other city departments as necessary.

Responsible for the proper care and maintenance of all assigned equipment.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. One (1) year experience as Code Compliance Officer or related experience

2. Special Qualifications:

Valid Utah Class D Driver License

3. Knowledge, Skills & Abilities:

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.

Skill in diplomacy, cooperative problem solving, exercising good judgment in difficult situations, and communicating to citizens and city staff.

Ability to operate a personal computer and Microsoft products.

Ability to listen and work under stress related situations.

Ability to enforce regulations with firmness, tact, and impartiality; keep operating records and maintain various written reports; read maps and locate property; establish and maintain effective working relationships with employees, other agencies and the public; comprehend interpret and enforce City ordinances, codes and regulations.

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.

4. Working Conditions:

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting (50-75 lbs.), etc. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Frequent local travel required in course of performing portions of job functions.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Job Class: Cod. Inspec.
Location: Building
Group/BU: General Pay Plan

EEO-4 Class: PS Worker
EEOP Class: ProtServSworn
Tech-Net Match: 330,331, >329,