

TOWN OF LEEDS, UTAH
218 N Main St. Leeds, UT 84746
P: 435-879-2447

POSITION TITLE: Code Enforcement Officer
DEPARTMENT: Public Works
REPORTS TO: Mayor/Town Council
SALARY RANGE: DOE
EMPLOYMENT STATUS: Contract/Part-Time

JOB SUMMARY:

Performs reactive affirmation of zoning, ordinance violations within Leeds, Utah, and initiates and ensures actions are taken to achieve compliancy.

MINIMUM QUALIFICATIONS:

Four (4) years of closely related experience; OR an equivalent combination of related education and experience.

A valid Driver's License issued by the State of Utah is required.

ESSENTIAL FUNCTIONS:

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

- Provides written notice of ordinance violations to appropriate parties.
- Identifies and initiates any special inspection requirements and ensures that conformance with these requirements is obtained and all follow-ups and holds are observed.
- Inspects for compliance following notice and prior to legal action.
- Answer questions and provides information and direction regarding land use requirements and ordinance application.
- Provides inspections and enforcement for encroachment violations and other non-conforming problems.
- Assists the District Attorney's office, Leeds Town Hearing Officer, in legal complaint preparation and prosecution of cases involving violations of county ordinances and/or commission requirements for which the department is responsible. Testifies in court as required.
- Researches, gathers information, and prepares active compliance cases in preparation for court hearings. Reports back to the Hearing Officer or Judge after trial.
- Officiates court ordered clean-up, directing the work of involved agencies and departments and ensuring the entire property is cleaned in accordance with court orders.
- Assists in training of new section personnel in office and field procedures.

KNOWLEDGE, SKILLS AND ABILITIES (KSA):

Knowledge of:

- Zoning, Planning and Subdivision Ordinances.
- Laws and regulations pertaining to legal boundaries.

Skills and Abilities to:

- Work with computer software related to job specific duties.
- Communicate effectively both verbally and in writing.
- Be a self-starter, self-managed individual.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Exposed to the hazards associated with construction sites.

Requires occasional field work; may work in all types of weather.

Must be able to walk/hike up hills that may or may not have established trails.

HOW TO APPLY:

Please email resume to clerk@leedstown.org, or fax to 435-879-6905

You may call 435-879-2447 with any questions.