

SANDY CITY
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Code Enforcement/Special Events Permit Technician Revision Date: 03/2012
EEO Category: Admin. Support
Status: Non-Exempt
Control No: 30664

II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Chief Building Official and Code Enforcement Team Leader, coordinates Code Enforcement complaints and activities between the public and the Code Enforcement Division. Assists with projects assigned by the Community Development Director. Coordinates and issues Special Event Permits and acts as a resident volunteer liaison for City beautification and clean-up projects.

III. Essential Duties:

- Receive, answer and direct inquiries and complaints from the public regarding Code Enforcement, Special Events, Planning, Zoning and Building & Safety. Document inquiries and the action taken.
- Communicate with employees and the general public regarding land development code, property maintenance and compliance issues.
- Input and maintain Code Enforcement data in computer database.
- Process property abatement notices, including providing lien documentation, tracking status, logging payments and issuing lien release requests.
- Provide up-to-date information to Code Enforcement Officers regarding aging signs, Conditional Use and Vehicle Restoration Permits.
- Process and track vehicle restoration vouchers, applications and permits.
- Update and maintain Code Enforcement records, files, forms and resource directories.
- Generate and send out Non-compliance and Notice & Order to Condemn letters.
- Conduct Code Enforcement quality assurance surveys and report results as requested.
- Assist Planning Director with annex tracking to ensure documentation deadline is met to provide utilities and services to new residents.
- Coordinate and issue permits for Special Events, including receiving and reviewing permits and disseminating information to applicable City departments for permit approval.
- Assist with Sandy Pride and other neighborhood beautification and preservation projects, including providing public volunteer resource lists and coordinating assignments in conjunction with Parks & Recreation and other Community Development employees.
- Participate on various City committees as requested.

IV. Marginal Duties:

- Act as a Notary Public.
- Order uniforms and safety equipment for Code Enforcement Officers.
- Prepare reports, presentations and statistical data as requested.
- Schedule community and intra-departmental meetings for Code Enforcement Officers.
- Prepare, log and send various notices through certified mail.
- Coordinate the approval of Mass Gathering Permits on behalf of the City as needed.
- Update citizenship information in community packets on a yearly basis.
- Create and distribute City project resources to community scout candidates and residential volunteers.
- Assist with permit issuance and business licensing questions and applications as needed.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires six months secretarial or business training.

Experience: Requires two years experience in job-related secretarial or business related activities with demonstrated competence; may substitute any equivalent combination of education or experience.

Certification/Licenses: Requires a valid Utah Driver's License and must pass ICBO Permit Technician Certification test within 2 years of hire date. Notary Public certification preferred.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures and equipment; basic Planning and Building & Safety practices, policies and terminology; knowledge of municipal zoning and property maintenance regulations is highly desirable.

Responsibility for: Great responsibility for the care, condition and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them.

Communication Skills: Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; constant contact with the public; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Requires regular use of computer databases, printer, copier, fax machine and telephone system; occasional use of a typewriter and the City 800 radio system.

Analytical Ability: Communicate effectively both verbally and in writing; prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; frequent exposure to stress caused by citizen complaints and multiple, simultaneous demands associated with deadlines of projects and with planned events; occasional evening and weekend work is required; requires constant contact with the general public and with City employees, including the Mayor, City Council and Department Heads.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____