

# Grand County

## Job Description

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|--------------------|---------------------|------------------------|--------|
| <b>Title:</b>      | Compliance Officer  | <b>Job Code:</b>       | 2730   |
| <b>Division:</b>   | Code Enforcement    | <b>Effective Date:</b> | 8/2023 |
| <b>Department:</b> | Planning and Zoning | <b>Last Revised:</b>   |        |

### GENERAL PURPOSE

Proactively engages in a variety of code enforcement and educational initiatives aimed at ensuring compliance with Grand County permits, resolutions, and ordinances while fostering community understanding and cooperation.

### SUPERVISION RECEIVED

Works under the direct supervision of the Planning and Zoning Director. Works closely with the County Attorney and all other departments and Elected Officials as needed.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Education:** Engages the community through proactive ordinance and policy education and outreach initiatives aimed at providing residents, property owners and other key stakeholders with a clear understanding of the County's Land Use Code, Building Code, and Fire and Health Codes, and any local or State policy updates that affect those codes. Conduct workshops/ seminars, and create online resource materials and outreach to increase awareness and engagement.

### **Code Enforcement:**

Proactive in engaging property owners and relevant stakeholders to promote compliance with County Ordinances, Building code, Land Use Code, Fire and Health Code, addressing public health, safety and welfare concerns and preventing potential violations. Collaborates with partner Agencies and County departments, including the Building Department, Planning & Zoning, the Fire Department, Southeast Utah Health Department and the County Attorney's office as well as the Sheriff's, to carry out the enforcement process. Coordinates and facilitates Code Enforcement Committee meetings to help ensure long-term solutions to problems. Works closely with County Commission and staff to prioritize Commission enforcement issues.

Conducts field visits and investigates possible violations; photographs evidence, contacts responsible parties, prepares correspondence and legal paperwork and suggests remedial action as appropriate. Surveys the community and/or responds to complaints related to junk/debris, illegal camping, construction without a permit, zoning or land use violations, and business license violations. Responds to complaints related to all other violations of County ordinances, including noise, and coordinates with the County Attorney's office or the Sheriff's office to trigger the issuance of appropriate penalties (civil fines, charges, or citation).

**Overnight Accommodations Enforcement:** Proactively enforces illegal overnight accommodations in accordance with the county's overnight accommodations ordinance. Works closely with the Economic Development Department to coordinate possible actions for non-compliant businesses. Utilizes short term rental software to track vacation rental listings for compliance purposes..

**Administration:** Completes comprehensive reports of daily activities and compliance and enforcement actions; Tracks compliance responses and delivery of unresolved issues with the Planning and Zoning Director and staff, County Attorney Office staff, and others on the Code Enforcement Committee. Works with the Clerk/Auditors Office to review business licenses, address, owner information and other proprietary information needed to create detailed reports. Maintains the compliance database to ensure that all cases are entered properly and contain up to date information on the status of all cases.

Coordinates and facilitates Code Enforcement Committee meetings as directed. Works closely with County Commission and staff to prioritize Commission enforcement issues.

Works closely with staff of the County Attorney's and Commission Administration office to review codes, ordinances and policies; receive legal interpretations as needed, to direct enforcement compliance. Makes recommendations related to practical application of codes and ordinances. Assists in adopting, modifying or rewriting codes and ordinances as necessary.

Performs ongoing public relations to ensure a positive image of the department within the community; responds to citizen complaints; answers questions and inquiries via phone and email.

And, other code enforcement and compliance monitoring duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### 1. Education and Experience:

Graduation from college with a Bachelor's degree

AND

Two (2) years of responsible experience performing above or related duties; preference for experience related to ordinance enforcement and investigation; law enforcement civil and/or criminal investigation or some other related field;

OR

An equivalent combination of education and experience.

#### 2. Knowledge, Skills, and Abilities:

**Some Knowledge of** modern ordinance enforcement and adjudication principles, procedures, techniques and equipment; applicable federal, state, and county laws and ordinances and departmental rules and regulations; local geography; the operation of motorized vehicles; human relations and interpersonal communications techniques; record keeping and inventory control procedures; training methods and techniques.

**Skill in** record keeping and report writing; applying code and being able to recognize a code violation. Advanced skill in Microsoft Suite, statistical data analysis, and both written and verbal communications.

**Ability to** deal effectively with hazards and stress related to public safety duties; maintain accurate records; be firm and courteous with the public; develop effective working relationships with supervisors, fellow employees and the public; use discretion and good judgment; follow written and verbal instruction; operate a two-way radio; understand common radio code; learn quickly the laws, ordinances; work in an environment where exposure to all weather conditions would be expected in the performance of the job; perform moderate amounts of physical labor; work independently, interpret general orders and research data and information, prepare letters to property owners and report of findings, communicate effectively, verbally and in writing; perform effectively in stressful situations.

### 3. Special Qualifications:

- Must possess a Utah valid driver's license.
- Must successfully pass a criminal history background check.
- Must be able to work weekends and evenings as needed.
- May be required to be in on-call status
- Successful completion of pre-employment drug screening is required.

### 4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting, pulling and reaching. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

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**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 \_\_\_\_\_