

# **PART-TIME JOB ANNOUNCEMENT**

## ***Code Enforcement Officer***

### **TERMS OF EMPLOYMENT:**

- Salary Commensurate w/ Experience
- Flexible Schedule
- 12 Month/Year
- No Benefits

### **LOCATION(S):**

Eureka, Utah

### **DESCRIPTION:**

Eureka City is seeking a motivated individual to fill a position for a Code Enforcement Officer. The Eureka City Code Enforcement Officer, under the direction of the Mayor, will ensure compliance with City ordinances and State law pertaining to public health, zoning, licensing, nuisances, and building codes, with a primary focus on the safety, beautification, and welfare of the residents of Eureka. Successful applicant shall perform multiple job assignments/duties including:

- Patrols, inspects and responds to all complaints of potential code violations at residential, business, and institutional properties.
- Conducts field investigations and premise inspections to identify and document violations.
- Makes findings, gathers evidence, and reports violations of hazardous conditions, safety, sanitation, and health issues.
- Meets with owners and/or tenants to review and educate regarding code requirements.
- Issues warnings, correction notices and citations to ensure code compliance.
- Coordinates joint enforcement efforts with other agencies such as public safety, fire, and health department.
- Maintains case logs/records related to inspections and enforcement activities.
- Prepares documentation and presents evidence for cases proceeding through court hearings for resolution.
- Identifies abatement problems to resolve, including unsecured vacant buildings, abandoned vehicles and nuisance properties.
- Participates in community events to engage the public on role of code enforcement and to promote a better quality of life for Eureka residents.
- Other duties as assigned by Mayor.

### **QUALIFICATIONS:**

- Must be 18 years of age or older
- High school diploma or equivalent
- BCI background check
- Peace Officer Standards & Training (POST) Certified

### **APPLICATION PROCESS:**

Interested candidates may download an application at [www.eurekautah.org](http://www.eurekautah.org) or by contacting the Eureka City Office at 435-433-6915. Complete applications must include the following:

1. Completed Application
2. Current Resume

For questions, please call 435-433-6915 or email [patricia@eurekautah.org](mailto:patricia@eurekautah.org).

Applications will be accepted until position is filled.

***EUREKA CITY IS AN EQUAL OPPORTUNITY EMPLOYER***