



City of Providence

Job Description

Title:	Code Enforcement Officer	Code:	110
Division:	Code Enforcement	Effective Date:	04/2024
Department:	Administrative Services	Last Revised:	04/2024

General Purpose: Performs diverse clerical and technical duties to facilitate administrative processes related to stormwater compliance, and code enforcement.

Supervision: Works under immediate to close supervision of the City Manager; exercises no direct supervision.

Essential Functions:

Code Enforcement:

- Receives and reviews complaints, reviews applicable city code, site visits to verify conditions; communicates with property owner.
- Works with city attorney and Cache County Sheriff's Office.
- Documents and maintains files.

Qualifications:

Must be POST certified.

Education and Experience:

- High school graduation or equivalent; plus, two years of specialized training or an equivalent combination.
- Three years of experience related to the duties and essential functions.

Work Environment:

- Involves physical effort and occasional lifting; requires good communication and organizational skills.
- Mental application involves memory, emotional stability, and organized thinking.

Disclaimer: In compliance with the ADA, reasonable accommodation will be considered on a case-by-case basis. Job descriptions are not exhaustive and may be modified without notice. The document supersedes earlier versions.

I have reviewed the above disclaimer and job description. _____
(Employee)

Date: _____