



Range: SG-10
Exempt: Non-Exempt
Date: March 13, 2014

CODE ENFORCEMENT OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance, building codes, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Community & Economic Development Director.

No supervision of others is exercised.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance, building codes, and other matters of public concern.
2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
3. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post, corrective notices, stop work orders, notices of violation, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, emails, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.
4. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams

- and illustrations and take photographs.
5. Prepare a variety of written reports, memos, letters, notices, and correspondence related to enforcement activities.
 6. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
 7. Attend meetings and serve as a resource to City staff, the general public, and outside agencies in the enforcement of City codes and zoning regulations; provide research and documentation.
 8. Interpret and explain municipal codes, ordinances and regulations to members of the general public, contractors, business owners, and other interested groups.
 9. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
 10. Maintain or perform website content function within assigned role.
 11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of code enforcement.
 12. Work nights, weekends and special events as required.
 13. Provide back-up front counter coverage as necessary.
 14. Work in organized team efforts and assist in problem-solving work related issues for continuous improvement in the department.
 15. Interact in a professional and respectful manner with City staff and the public.
 16. Perform other duties of a similar nature or level.

QUALIFICATIONS

Knowledge of:

1. Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance, abatement, building safety, and related areas.
2. Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
3. City services and organizational structure.
4. Legal action policy and procedures applicable to code enforcement compliance.
5. Regulations and requirements of court evidence.
6. Effective public relations practices.
7. Principles and procedures of accurate record keeping.
8. Methods and techniques of business correspondence and technical report preparation.
9. Modern office procedures, methods, and equipment including computers and supporting programs such as word processing, spreadsheet applications and code enforcement software.
10. Occupational hazards and standard safety practices.

Ability to:

1. Perform a full range of municipal code enforcement and compliance duties.
2. Work independently in the absence of supervision.
3. Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance, health and safety issues, and abatement.
4. Inspect and identify violations of applicable codes and ordinances.
5. Communicate professionally, clearly and concisely, both orally and in writing.
6. Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
7. Respond to inquiries, complaints, and requests for service in a fair, consistent, tactful, and firm manner.

8. Investigate complaints and mediate resolutions in a timely and tactful manner.
9. Prepare accurate and detailed documentation of investigation findings.
10. Maintain complex logs, records, and files.
11. Research, compile, and collect data.
12. Prepare clear and concise technical reports, letters, notices and other related documentation.
13. Make oral presentations and testify in court.
14. Read and interpret County Assessor's maps and property profiles.
15. Read and interpret legal documents and descriptions.
16. Type and enter data accurately at a speed necessary for successful job performance.
17. Establish and maintain effective working relationships with those contacted in the course of work.
18. Analyze problems, identify alternative solutions and make recommendations for action.
19. Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
20. Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
21. Understand and follow oral and written instructions.
22. Identify priorities and meet deadlines.

EDUCATION AND EXPERIENCE

Experience:

One (1) to two (2) years of experience in code enforcement, technical inspection, planning, architecture, building permits, engineering, law enforcement, investigative or other related field. At least one year of experience within the code enforcement field is preferred.

Education:

Equivalent to the completion of the twelfth grade supplemented by technical training in code enforcement, construction, planning, engineering, communication or a related field typically achieved through a two-year college program or technical certification program.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid Arizona driver's license.
Possession of, or ability to obtain, a Zoning Enforcement Officer or Code Enforcement League of Arizona (CELA) Certification within two years.
Possession of, or ability to obtain, a Sound Control Enforcement Certification within one year.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; bending, stooping, or kneeling during inspections; climbing ladders or stairs; light to moderate lifting; operating assigned vehicle or equipment; general manual dexterity.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office and field environment; travel from site to site; exposure to noise, dust and inclement weather conditions.