



Range: SG-14
FLSA: Non-Exempt
Date: December 9, 2013

SENIOR 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

Under general supervision, 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 direction from the Assistant Director of Community and Economic Development. Serves as the Sound Control Administrator for the City.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Essential and other important responsibilities and duties may include, but are 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. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

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

Ability to:

- Perform a full range of municipal code enforcement and compliance duties.
- Work independently in the absence of supervision.
- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance, health and safety issues, and abatement.
- Inspect and identify violations of applicable codes and ordinances.
- Communicate clearly and concisely, both orally and in writing.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a fair, consistent, tactful, and firm manner.
- Investigate complaints and mediate resolutions in a timely and tactful manner.
- Prepare accurate and detailed documentation of investigation findings.
- Maintain complex logs, records, and files.
- Research, compile, and collect data.
- Prepare clear and concise technical reports, letters, notices and other related documentation.
- Make oral presentations and testify in court.
- Read and interpret County Assessor's maps and property profiles.
- Read and interpret legal documents and descriptions.

- Type and enter data accurately at a speed necessary for successful job performance.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
- Analyze problems, identify alternative solutions and make recommendations for action.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Understand and follow oral and written instructions.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two to four years of work experience involving a high level of public contact including experience interacting with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

Training:

Equivalent to an Associates degree focused in criminal justice, public administration, business administration, construction/building safety or other related field or any combination of training and experience that would provide the required knowledge and abilities to perform this function.

License or certificate

Possession of or ability to obtain a Zoning/Code Enforcement Officer Certification within one year of hire. Sound Control Enforcement Certification from an approved or accredited source is desirable. Possession of a valid Arizona Driver's license

WORKING CONDITIONS

Environmental conditions:

Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical conditions:

Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment including use of a computer keyboard requiring repetitive hand movement and fine coordination; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.