



Code Compliance Officer

Department: Development Services

SUMMARY Responsible for investigating potential violations of municipal and state laws, ordinances, codes, and regulations including litter and zoning ordinances; providing information and general assistance to homeowners, tenants, and the public.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Investigate complaints of violation of local and state laws, ordinances, or codes; conduct follow-up investigations to ensure compliance with codes or ordinances.

Contact owners and tenants via phone, letter, or in person to notify of reasons for property inspection, make arrangements for the inspection; and once inspection is completed identify any correction actions to be taken by owner.

Research ownership, tenants, etc., draft and send notice of violations.

Pursue corrective actions and abatement through letters, memos, and correspondence; documents and maintain records of code enforcement activities.

Provide information to violators and the general public regarding codes, laws, and ordinances.

Testify in court regarding violations.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

Safe and efficient work practices as they relate to code enforcement; basic principles, practices and techniques of code enforcement, general city services and municipal organizational structure as they relate to code enforcement.

City, State, Federal and Department procedures, policies and guidelines; City Code; Building Codes; planning and zoning ordinances; property maintenance ordinances, construction terminology; code enforcement techniques.

General office procedures; customer service principles; basic mathematics.

Skill in:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely; following instructions.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software; functioning standard office equipment.

Interpreting laws, ordinances, codes and regulations.

Reading maps, plats and drawings.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with an Associate's or sixty (60) credit hours and one (1) year experience in the prevention, detection, investigation and enforcement of violations of statutes or ordinances regulating public health, safety and welfare, building standards, land-use, or municipal affairs OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and outdoors. May require frequent standing, walking, bending, stooping, sitting and operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Requires operation of a vehicle.

Adopted:

Formerly: Code Compliance Officer I

Revised September 2006, December 2007, May 2016, July 2017; Dec 2019