



Senior Code Compliance Officer

Department: Development Services

SUMMARY Investigates potential violations of municipal and State laws, ordinances, zoning code and property maintenance standards. Conducts investigations to ensure compliance. Pursues corrective actions and abatement through letters, negotiations and citations. Investigates and pursues correction actions for violations of the City Zoning Ordinances. Works directly with other departments in dealing with complaints and ongoing violations. Supervise or lead, lower level personnel and manage more complex cases.

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:*

Conduct property inspections and investigations of properties and structures for compliance with current city zoning and property maintenance, dangerous building and related municipal codes and property standards; recommend improvements and contact owners or tenants of reason for inspection.

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

Arrange inspections and identify corrective actions to be taken; negotiate voluntary compliance and issue violation notices; ensure that legal and procedural requirements are met; prepare reports and maintain program records, prepare and file required complaint form with the Assistant City Attorney/City Prosecutor.

Research, review and prepare a variety of reports, memos, correspondence, and documents and maintain records of enforcement activities.

Prepare and conduct community education meetings. Develop new hire training curriculum and serve as lead trainer for new code enforcement personnel.

May 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:

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.

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.

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.

Developing, and conducting training for lower level staff.

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 degree or sixty (60) credit hours and two (2) years fulltime paid municipal code enforcement experience or 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.

Must possess or obtain International Code Council (ICC) or American Association of Code Enforcement (AACE) certification in zoning or housing within one (1) year of appointment.

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.

Adopted: Jan 2000

Formerly: Code Compliance Officer II

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