



CODE ENFORCEMENT OFFICER

Department: **Development Services** Class Code: **20**
 Reports to: **Senior Planner** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision of the Senior Planner, performs inspections and completes necessary paperwork to facilitate property maintenance, zoning and building code compliance.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Interacts personally with customers to provide customer service in-person at the Development Services Department counter, and onsite to follow up on violations cases. Works with citizens to provide public education, solve problems and resolve issues while protecting property and personal rights.
- Performs field inspections in response to complaints and proactively inspects to ensure compliance with various town codes and zoning ordinances. Issues citations for code violations; performs follow-up inspections to ensure that corrective action has been taken.
- Conducts research of property records, prior case reports, municipal and state records and regulations; secures photographs and other pertinent data to establish whether a violation has occurred. Maintains case records including documentation of violations and compliance efforts.
- Prepares correspondence, staff reports, and technical documents to communicate violations and code compliance issues to citizens, elected officials, the court, and staff.
- Maintains the integrity, professionalism, values and goals of the Town by assuring compliance with all rules and regulations, and that accountability and public trust are preserved.
- Participates in legal proceedings; attends court for citation hearings; meets with the Town Prosecutor regarding code enforcement cases.
- Administers the Chino Valley Clean-up program and other campaigns for consideration.
- Performs other related job duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent. One year of code enforcement experience preferred but not required.

Required Licenses or Certifications:

CELA Certified – Basic Code Enforcement Level 1 within six months of employment.
 Possession of a valid State of Arizona driver’s license.

Required Knowledge of:

- Town, county, state and federal laws, regulations and ordinances.
- Criminal justice and court systems, procedures and protocols.

JOB DESCRIPTION

Code Enforcement Officer

- Civil court procedures.
- Adopted Town building codes regarding commercial and residential construction and all applicable building codes.
- Licensing and permitting procedures and requirements.
- Business signage rules and regulations.
- Unified Development Ordinance (UDO) and Town Code of Ordinances
- Modern office management principles, practices and methods.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Municipal Court staff, various external organizations and individuals and the general-public.
- Communicate effectively, both orally and in writing.
- Effectively communicate and deescalate volatile situations.
- Maintain organized records.
- Prioritize workload and complete tasks.
- Ability to operate a camera and develop other records that efficiently and effectively substantiate a position
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 40 pounds. Potential exposure to moving vehicles. Potential exposure to violent individuals. Potential exposure to infectious diseases. Potential exposure to hazardous chemicals. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Exposed to noxious weeds and / or offensive odors.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		10/27/2016	Code Enforcement Officer	20	Non-exempt	
		11/9/2016	Code Compliance Officer			
		4/2018	Code Compliance Officer			
		11/2020	Code Enforcement Officer			
		11/2021	Code Enforcement Officer			
		07/2022	Code Enforcement Officer			

APPROVED: Human Resources

DATE: 07/2022