

TOWN OF GUADALUPE

- Code Enforcement Officer -

DEPARTMENT: Community Development
CLASSIFICATION:

FLSA DESIGNATION: Hourly / non-Exempt

SALARY RANGE: \$17-\$22 hourly

APPROVED BY:

Full Time Benefits: ASRS Retirement, Health, Dental, Life Insurance, Holiday Pay

REPORTING RELATIONSHIPS

Position Reports to: Town Manager
Positions Supervised: None

DISTINGUISHING FEATURES OF THE CLASS

The Code Enforcement Officer performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances and related rules and regulations. Additionally, responsibilities include determining the nature of environmental or health hazards, nuisance violations and unsafe building conditions, as well as issuing permits or citations in accordance with the regulations of the Town of Guadalupe.

ESSENTIAL FUNCTIONS AND DUTIES

- Performs systematic site inspections of properties and building structures to ensure compliance with all applicable city codes and regulatory requirements.
 - Enforces all aspects of city codes and ordinances.
 - Inspects single family homes, apartment buildings, businesses, vacant lots and other properties; ensures compliance with applicable zoning and environmental health codes, ordinances and regulations.
 - Issue notices of violation as required.
 - Documents all actions and notices; perform follow-up inspections to ensure compliance.
 - Assists in determining appropriate disposition of outstanding cases.
 - Assists in preparing action and testifying in court as required.
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PERFORMANCE MEASURES

- (Determined by Town Manager)
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QUALIFICATIONS

EDUCATION/CERTIFICATION/TRAINING:

- Bachelor's Degree preferred **OR** equivalent combination of education, training, and experience.
- Zoning Enforcement Officer certification (ICC) or complete the Level I and II Code Enforcement Academy (CELA) within one year of hire.
- **This position may require use of personal or Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid Arizona driver's license and maintain a good driving record.**

REQUIRED KNOWLEDGE:

- Basic principles and practices used in the enforcement of a variety of laws, ordinances and codes.
- Principles, methods and techniques of investigations to preserve evidence and document process for legal purposes.
- Appropriate safety, hazardous materials and fire prevention technique and requirements.
- Basic terminology used in zoning, housing, fire codes, landlord/tenant law and inspection warrants.
- Code enforcement principles, practices and methods as applicable to local government
- Applicable laws, standard and regulations relating to various land use, nuisance and public safety codes.
- Applicable state, federal and local laws, rules, ordinances and regulatory standards applicable to code enforcement work and responsibilities.

EXPERIENCE REQUIRED:

Three (3) years of increasingly responsible municipal code enforcement or equivalent experience. ICC certification preferred.

SKILLS/ABILITIES:

- Understand and utilize zoning maps, land use maps, plat maps and other documents related to real property.
- Inspect, identify violations, and enforce applicable codes, ordinances, laws and regulations with impartiality and efficiency.
- Communicate effectively, both orally and in writing.
- Show courtesy, tact and sensitivity to individual differences when dealing with people who are hostile, difficult and/or distressed.
- Perform work with minimum supervision and to understand and follow instructions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

All positions in this department will require an annual physical and require drug screening as a condition of continued employment. Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.

REPETITIVE MOVEMENT: Standard in office-related activities such as typing, note-taking and talking in person and via telephone. Frequent on-site work likely requiring the ability to walk and stand at least 50% of the time.

COMMUNICATION: Requirement: Ability to understand and follow and provide oral and written instructions in the English language. Spanish language skills also preferred.

HEARING: Able to understand basic conversations, receive direction, or understand the spoken word at high levels and types of noise obstacles.

VISUAL ABILITIES:

- Ability to effectively perceive red, yellow, and blue colors to recognize hazards identified by fire diamonds / placards.
- Ability to effectively rely on sense of sight, hearing, touch, and smell to help determine the nature of an emergency and make operational decisions.
- Average, ordinary visual acuity necessary to prepare and inspect written documents or work products or operate machinery.

PHYSICAL STRENGTH:

- **All positions will require an annual physical and require drug screening as a condition of continued employment.**
- Active work requiring the ability to work walking, standing sometimes in excess of 50% of the time, and ability to concentrate.
- Ability to bend or stoop repeatedly or continually over time to perform maintenance services or perform related duties.
- Ability to occasionally lift or move 25 pounds or more, such as carrying boxes or related equipment.
- Ability to work outside in all types of weather conditions while performing job duties.

WORKING CONDITIONS

Potential for hazardous or unpleasant conditions are generally limited to on-site inspections.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING: Ability to apply common sense understanding to carry out basic instructions to deal with problems that do or may arise. Able to work with people who are upset, uncooperative or have difficulty communicating their requirements and/or a frequent requirement to communicate information that people do not want to hear or may find upsetting.

LOGIC: Ability to handle a variety of issues and timelines and determine best courses of action in various circumstances.

LANGUAGE: Ability to use an active English vocabulary effectively in written and verbal communication as described above. Spanish language skills also preferred.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which may impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited bylaw.

ADVERTISEMENT LANGUAGE:

Code Enforcement Officer - The Town of Guadalupe, Arizona is looking for a Code Enforcement Officer to provide professional services to the Public Works and Engineering Department working under the supervision of the Public Works Director / Engineer. Position is an Hourly, Exempt position. Work in excess of 40 hours per week is unlikely. Considerable knowledge and experience of all types of building and construction materials and methods, all stages of construction, and building codes is required. See the complete job description prior to interview @ 9241 South Avenida Del Yaqui, Guadalupe, AZ 85283-2598. Telephone: 480-730-3080. Open until _____. Town of Guadalupe is an Equal Opportunity Employer.