



CODE COMPLIANCE SPECIALIST

DEFINITION:

Under general supervision, performs various tasks to enforce state regulations and municipal codes governing land use issues; investigates public complaints; verifies compliance to codes and regulations; documents findings; and issues citations for code violations within the scope of authority from the Public Works Department.

ESSENTIAL FUNCTIONS:

The duties listed below represent the various types of work that may be performed. This is not a comprehensive listing of all functions and duties performed by incumbents. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Enforces state and Federal laws and local ordinances governing Public Works code compliance; investigates complaints on violations of health, safety, public nuisances, and other City code violations.
- Contacts complainants and perpetrators regarding complaints to explain code requirements; investigates and resolve problems involving City or contract solid waste collection crews.
- Informs and educates residents, businesses, and agencies about local ordinances and regulations.
- Documents violations: researches responsible party and ownership information, property files, case histories, and assessor's information to verify accumulated information as correct and accurate.
- Writes reports and issues citations within the scope of authority; processes notices of violations; prepares court case files for review by the City Attorney's Office and testifies in court as necessary.
- Works with Local, State, and County agencies on assignments that cross-jurisdictional and governmental areas.
- Responds to complaints and calls for service; responds to hazardous sites and contamination spills.
- Maintains inspection files, writes reports, maintains case logs, citation explanations, and statistical reports.
- Oversees special events and assists with special community programs and special projects.
- Maintains assigned vehicles and equipment according to Department standards.
- Prepares incident reports and summary reports and maintains records and files.
- Supports the relationship between the City and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City's goals, priorities, vision, and values and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.



Knowledge of:

- City policies and procedures
- Federal, State, and City health, safety, and land use codes and ordinances.
- Code compliance investigation practices, procedures, methods, and techniques.
- Legal complaint preparation and filing processes and procedures.
- Evidence gathering and preservation methods and techniques.
- Solid waste materials, household hazardous waste, and recycling hazardous waste.
- Hazardous Site Responder practices, procedures, methods, and techniques.
- Principles of record keeping and records management.
- Geography, roads, and landmarks of the City and surrounding areas.

Ability to:

- Interpreting and applying statutes, rules, ordinances, codes, and regulations.
- Conducting investigations, maintaining accurate records, and preparing reports.
- Dealing tactfully and courteously with the public and handling stressful situations and angry people.
- Obtaining information from people who may be reluctant to cooperate.
- Following and enforcing safety standards.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Following and communicating verbal and written instructions.
- Operating a personal computer utilizing standard and specialized software.
- Pass a background check for access to the Arizona Motor Vehicle Division database.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or GED equivalent **AND**
- Two (2) years' experience in code and regulation enforcement or public works experience working with City codes and construction standards; **OR**
- An equivalent combination of education, training, and experience.
- Residency in the United States and within 25 miles of the City of San Luis.

Licenses and Certifications: *must be maintained throughout employment.*

- A valid Arizona driver's license at the of appointment and
- Specific technical training and certifications, including Terminal Operator Certification for access to Arizona Criminal Justice Information System (ACJIS) within 6 months of employment.

Desired/Preferred:

- Bilingual in Spanish.
- Peace Officer certification.
- San Luis residency.
- Governmental experience.



PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here represent those that employees must meet to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk, and stand on uneven terrain; occasionally climb stairs; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided. Specific vision abilities required for this job include close vision, normal color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; uses math and mathematical reasoning; performs highly.

Detailed work; deals with multiple concurrent tasks; and interacts with others encountered during labor, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment

The employee works primarily in a field environment subject to heat, cold, rain, noise, dust, and fumes. Certain positions within the classification may require availability to work a flexible schedule.

ACKNOWLEDGEMENT:

I have received a copy of this job description on _____ and certify that I can perform the essential function of this position with or without reasonable accommodation.

EMPLOYEE PRINTED NAME

EMPLOYEE SIGNATURE

PAY GRADE: 200
FLSA CLASS: Non-Exempt
REVISED: 07/28/2023