

**CODE COMPLIANCE OFFICER
CLASSIFICATION DESCRIPTION**

10 Job Classification Title:	Code Compliance Officer		
FLSA Status:	Non-Exempt	Pay Grade:	6
EEO-1:	1	EEO-4:	10
<i>This job classification description is intended to be generic in nature and not an exhaustive list of all duties and responsibilities. The specific tasks/duties may vary based on position assignment and as determined by the Town of Queen Creek.</i>			

JOB CLASSIFICATION SUMMARY

Positions assigned to this class are responsible for performing more advanced code compliance activities, code interpretations, site visits and investigations.

DISTINGUISHING CHARACTERISTICS

This is a fully qualified, experienced level administrative classification in the code enforcement and inspections job family. Incumbent(s) performs the full range of code compliance duties under general supervision. Classification requires solid knowledge of transactional and/or work standards for completing tasks and assignments of a varied nature. Work may vary from basic to more complex duties and issues but are generally within expected parameters.

ESSENTIAL DUTIES

The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the Town's needs.

- Responds to and addresses potential Town code violations; conducts site inspections.
- Monitors various systems dedicated to the reporting of violations.
- Reviews and interprets approved site plans.
- Writes reports and issues notices utilizing the most appropriate delivery method.
- Responds to internal and external inquiries related to municipal code and zoning.
- Attends meetings and public functions regarding code compliance services.
- Works with HOAs, other agencies, groups, and the public.
- Assists with division special projects.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS (at job entry)

Education and Experience:

High School Diploma or GED and 3 years of related experience; or an equivalent combination of directly related education and experience.

LICENSING/CERTIFICATION REQUIREMENTS

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- Valid Arizona Driver's License;
- Maintain all certifications/licenses required at job entry.

KNOWLEDGE

- Investigative principles and practices and reporting and recordkeeping;
- Rules of evidence;
- Town boundaries;
- Standard business software applications and computers;
- Standard permitting and building inspection processes;
- Customer service principles;
- Applicable Federal, state and local laws, codes, ordinances, rules and regulations;
- Standard office equipment including the computer and programs relevant to the performance of applicable duties and responsibilities.

SKILLS

- Reading and comprehending construction and/or engineering plans;
- Using computers and related software applications;
- Interpreting applicable Federal, state and local laws, codes, ordinances, rules and regulations;
- Conducting investigative research;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and other interested parties sufficient to exchange or convey information and to receive work direction.

CLASS HISTORY INFORMATION

Created: 2/2022

Amendments:

**CODE COMPLIANCE OFFICER
PHYSICAL & ENVIRONMENTAL FACTORS**

OVERALL PHYSICAL STRENGTH DEMANDS:

Physical Strength for this classification is indicated below with an "X"	
	Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
X	Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
	Medium: Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
	Heavy: Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
	Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more time	Frequently 1/3 to 2/3 of time	Occasionally Up to 1/3 time	Rarely < 1 hour per week	Never Never occurs

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Brief Description	C	F	O	R	N
Standing	Communicating with co-workers, observing work site, observing work duties		X			
Sitting	Desk work			X		
Walking	To other departments/offices/office equipment		X			
Lifting	Supplies, files				X	
Carrying	Supplies, files				X	
Pushing/Pulling	File draws, tables and chairs				X	
Reaching	For supplies, for files		X			
Handling	Paperwork		X			
Fine Dexterity	Computer keyboard, telephone pad, calculator, calibrating equipment		X			
Kneeling	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Crouching	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Crawling	Under equipment				X	
Bending	Filing in lower drawers, retrieving items from lower shelves/ground			X		
Twisting	From computer to telephone, getting inside vehicles		X			
Climbing	Stairs, step stool			X		
Balancing	On step stool				X	
Vision	Reading, computer screen, driving	X				
Hearing	Communicating with co-workers and public and on telephone, listening to equipment	X				
Talking	Communicating with co-workers and public and on telephone	X				
Foot Controls	Driving	X				
Other (Specify)						

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE:

Standard office equipment; vehicle

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PHYSICAL & ENVIRONMENTAL FACTORS**

ENVIRONMENTAL FACTORS:

D	W			M			S	N				
Daily	Several Times Per Week			Several Times Per Month			Seasonally	Never				
Health & Safety Factors	D	W	M	S	N	Health & Safety Factors	D	W	M	S	N	
Mechanical Hazards			X			Respiratory Hazards				X		
Chemical Hazards			X			Extreme Temperatures				X		
Electrical Hazards			X			Noise and Vibration				X		
Fire Hazards				X		Wetness/Humidity				X		
Explosives				X		Physical Hazards			X			
Communicable Diseases				X								
Physical Danger or Abuse				X								
Other (Specify Below)												

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C	F	O	R	N							
Continuously	Frequently	Occasionally	Rarely	Never							
2/3 or more time	1/3 to 2/3 of time	Up to 1/3 time	< 1 hour per week	Never occurs							
Description of Non-Physical Demands							C	F	O	R	N
Time Pressure									X		
Emergency Situation										X	
Frequent Change of Tasks									X		
Irregular Work Schedule/Overtime										X	
Performing Multiple Tasks Simultaneously									X		
Working Closely with Others as Part of a Team									X		
Tedious or Exacting Work									X		
Noisy/Distracting Environment										X	
Other (Specify Below)											

PRIMARY WORK LOCATION:

	Office Environment
	Warehouse
	Shop
	Recreation/Neighborhood Center
	Vehicle
	Outdoors
X	Combination of Office, Vehicle and Field
	Other (Specify Below):

**CODE COMPLIANCE OFFICER
ACKNOWLEDGEMENT**SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and find it to be an accurate representation of the demands of the classification.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the classification change.