



CODE ENFORCEMENT OFFICER

Department:	Community Development	Revised Date:	January 2020
-------------	------------------------------	---------------	---------------------

GENERAL PURPOSE: Under general supervision, performs field inspections and administrative support work in the investigation of complaints and violations of the Town of Camp Verde Municipal Codes.

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.*

- Proactively identifies and resolves code violations, inspects properties for compliance with property maintenance, health and safety, nuisance, housing, zoning, sign code, business license, housing safety regulations, lighting and other various municipal code violations
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances, interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Maintain accurate documentation and case files on all investigations, inspections, compliance actions; and other job-related activities including accurate and detailed information regarding code enforcement compliance activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Determines enforcement action necessary; issues violation notices, civil citations, or seeks criminal charges as necessary
- Conducts research of prior case reports, property ownership, and city and state records to facilitate resolution of complaints
- Pursues necessary abatement action including court ordered abatements to resolve property maintenance complaints
- Identifies properties that are hazardous and aids with decisions including demolition of structures based on property conditions
- Prepares for and conducts community education meetings related to code compliance concerns and serve as a resource to other city departments, divisions, the general public, and outside agencies in the compliance of zoning regulations; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Prepares information for court hearings, analyzes technical materials and testifies to assist in the prosecution of violators
- Prepare a variety of written reports, memos, and correspondence related to compliance activities
- May assist in the managing and development of community clean projects and activities
- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Presents a variety of information and statistics in the form of written, graphic, or oral reports for use by elected and appointed officials, special committees, or community organizations involved in code compliance matters.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D. and (1) year code enforcement experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Applicable federal, state, and local codes, laws, regulations, policies, and procedures
- Basic investigation techniques
- Occupational hazards and safety precautions.
- Geography, roads, and landmarks of Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Providing exceptional customer service.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Conflict resolution.
- Ability to read maps and use navigation tools.
- Interpreting and applying ordinances, regulations, and state and Federal laws.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.
- Use of computers and related software applications.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an office environment, and in internal and external environments with exposure to inclement weather.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 43