



City of Tempe

SENIOR CODE INSPECTOR SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	260	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$61,950
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$83,632
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr Code Inspector Specialist
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

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REPORTING RELATIONSHIPS

Receives general supervision from the Code Enforcement Manager and other supervisor and management staff within the Community Development Department.

Exercises lead/supervisory authority over a staff of Code Inspectors.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of responsible experience in program management, technical inspection, planning, architecture, landscape design, building permits, engineering, law enforcement, investigative or directly related to the core functions of this position.
<i>Education:</i>	Equivalent to an Associate of Arts degree from an accredited college or university with major course work in planning, criminal justice, public administration or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • Additional certifications by the American Association of Code Enforcement are desirable.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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To actively support and uphold the City's stated mission and values. Provides direction, guidance and assistance with difficult questions and cases to other staff regarding compliance issues and performs a variety of technical tasks relative to code compliance and neighborhood enhancement activities.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Interprets, explains, and enforces the provisions of codes and ordinances or other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches code-related issues as needed; initiates any actions necessary to correct violations.
- Provides information and assistance concerning codes/ordinances, code/ordinance interpretation, variances, code compliance, and related issues; discusses violations and problem areas with property owners, business owners, property managers, or other parties; recommends solutions to problems; responds to questions or complaints concerning violations.
- Manages cases involving greater levels of public relations sensitivity or negotiation skills.
- Prepares cases for court actions, assists City Attorney's office in determining appropriate disposition of outstanding cases; testifies in court.
- Researches information, prepares materials for, attends and provides technical assistance to City Boards and Commissions.
- Coordinates code compliance activities with other officers, departments, or agencies and individuals.
- Provides training to employees or other individuals; trains staff on updated codes and requirements; develops and presents training programs as needed.
- Participates in planning, developing, organizing, evaluating, and supervising the activities of staff of the Neighborhood Enhancement section to ensure work is performed in an efficient and effective manner and objectives are fulfilled.
- Participates in budget preparation.
- Establishes and maintains effective working relationships with citizens, citizen groups, neighborhood leaders, elected officials and other City departments; conducts educational awareness meetings with homeowner associations, neighborhood groups, or other community organizations.
- Develops and implements programs to provide citizen participation in property maintenance and neighborhood improvement efforts within targeted neighborhood areas.
- Represents the department on interdepartmental/interagency task forces.
- Works with neighborhood leaders and groups to develop strategies to solve and prevent neighborhood blight and deterioration.

- Provide pro-active performance planning utilizing performance management tools.
- Performs related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective July 1995
Revised May 1999
Revised July 2005