



City of Tempe

CODE INSPECTOR I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	161	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$22.370673
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$30.200481
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Code Inspector II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Technicians

DISTINGUISHING CHARACTERISTICS

This is the entry-level training class in the code inspector series. This class is distinguished from the Code Inspector II+ by the performance of more routine tasks and duties under closer supervision.

REPORTING RELATIONSHIPS

Receives immediate supervision from higher level inspectors or from other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One year of public contact experience in such organizational environments as technical inspection, planning, architecture, landscape design, building permits, engineering, law enforcement, investigative or other directly related to the core functions of this position.
<i>Education:</i>	Equivalent to the completion of the twelfth grade, supplemented by courses in planning, engineering, law enforcement, inspection/investigation, drafting, graphic design, communications or a degree related to the core functions of this position.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

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.

To actively support and uphold the City's stated mission and values. Performs a variety of technical and field duties in the enforcement and support of design aesthetics, construction review, and neighborhood enhancement, nuisance, rental housing, sign, and/or zoning ordinances.

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.
- Respond to complaints from the public, orally and in writing. Investigate possible violations of city nuisance, zoning and/or sign codes; identify violations, properties and signs not in compliance and follow-up with warnings, notices and citations to ensure compliance with city codes. Work with citizens, property and business owners to correct violations.
- Carry out preventive enforcement and conduct field inspections; patrol assigned areas of the City to locate and observe violations of city codes including signs, zoning, nuisance, environment, swimming pool, neighborhood enhancement and health and safety ordinance violations.
- Provide field inspection information for plan check of working drawings; photograph sites before, during and after construction, renovation, and remodeling.
- Ensure compliance of landscape, lighting, mechanical screening, fence details, irrigation systems, and other related systems for department approval; inspect and photograph development sites to provide process information; provide design aesthetics and construction information and recommendations.
- Inspect and approve landscape and building plans for City ordinance compliance prior to issuing occupancy permits.
- Inspect and review construction plans and permits applications for conformance with City sign codes; issue sign permits and follow up to ensure compliance with permit approval.
- Assist in designing and reviewing landscape plans for conformance to applicable zoning ordinances, supervise and coordinate landscape installations; provide technical information and recommendations concerning design aesthetics, construction, lighting and landscape. Assist with special studies on public facilities, area plans and design review functions.
- Research case histories, approval documents, approved blueprints, property ownership records, sales tax licenses, aerial photos, microfilm records, utility records and other related documents as necessary.
- Provide information to the public, other City departments, architects, engineers, contractors, and interested parties regarding sign, zoning, design and other ordinance regulations, variances, related department programs and departmental policy.
- Prepare reports, document inspections, issue notices or letters, photograph property conditions and maintain required records. Use computer database for reporting and record keeping.
- Prepare cases for court actions, assist Attorney's office in determining appropriate disposition of outstanding cases; testify in court.

- May research information, prepare materials for, attend and provide technical assistance to the Board of Adjustment, Design Review Board, City Council and other civic groups; prepare and present sign requests to Board of Adjustment and Design Review Board.
- Perform 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

Revised November 2001 (range adj due to market)
Revised December 2007 (duties)