



City of Casa Grande

### **Code Compliance Specialist**

**GENERAL PURPOSE:** Under general supervision, performs technical field inspections and investigations to enforce state and City codes and ordinances relating to land use issues and public nuisances; investigates complaints and issues citations for code violations.

#### **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.*

- Performs land use and environmental inspections to assure safety and general welfare of residents, and to maintain property values of residences; enforces City codes encompassing sub-standard buildings, zoning, vehicle abatement, nuisance abatement, land use and other compliance violations; performs special event safety inspections as required.
- Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, hazards, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters.
- Receives, processes and investigates complaints from citizens and other City departments; initiates investigations based on analysis of preliminary information; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations; contacts individuals to discuss violations and alternatives for resolving compliance issues.
- Conducts follow-up inspections and verifies compliance.
- Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations.
- Coordinates efforts with the police, planning, building and related departments, the prosecuting attorney, and other staff or agencies, as needed.
- Prepares legal documents and evidence, and testifies in court; prepares comprehensive reports, documents and background data to substantiate violations.
- Researches records; files and maintains various documents for violation tracking and other projects; prepares correspondence and maintains case files.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** None.

**JOB DESCRIPTION**  
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**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School diploma or GED equivalent, and two (2) year's work experience in code enforcement or investigations.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City policies and procedures.
- Knowledge of applicable Federal, state, and City codes, laws, statutes, and ordinances.
- Knowledge of principles and practices of code enforcement, investigation and inspection methods, and public relations techniques in code compliance activities.
- Knowledge of interviewing and interrogation principles, techniques and methods, including extracting information from people who are reluctant to cooperate.
- Knowledge of the principles of record keeping and records management.
  
- Skill in conducting comprehensive investigations, maintaining accurate records and preparing comprehensive written and oral reports.
- Skill in making independent decisions while working in the field, analyzing situations accurately, and following established procedures.
- Skill in handling stressful situations and difficult or angry people.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in following and effectively communicating verbal and written instructions.

**Special Requirements:** Possession of a Valid Arizona Drivers License; depending on the needs of the City, some incumbents in this job class may be required to obtain additional technical certifications.

**Physical Demands / Work Environment:** Work is performed outdoors and in standard office environments.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*