



Town of Oro Valley Classification Description

Title: **CODE COMPLIANCE SPECIALIST**

Job Code: 2175

FLSA Status: Non-Exempt

Department: Community & Economic Dev.

Salary Grade: 111

POSITION SUMMARY:

The Code Compliance Specialist is responsible to ensure uniform enforcement of a wide variety of codes, regulations and ordinances that impact residential and non-residential properties. The Specialist performs the full range of technical, office, investigative and field work associated with enforcement of the Town's Codes, including zoning, building, civil, lighting, landscaping, and signage. This position is under the direct supervision of the Inspection & Compliance Division Manager and works closely with the Planning Division Manager, Permitting Division Manager, Town Engineer, and Building Official to assure consistency in interpretation of the Town Codes and Ordinances. This position also works closely with and in support of the Economic Development Department and the business community.

ESSENTIAL JOB FUNCTIONS:

- A. Investigates, responds and resolves nuisances, complaints, and violations of the zoning, building, and civil codes and Town ordinances; issues warnings, and works with violators toward correction or a mutual resolution, sometimes of a complicated and delicate nature. These complaints may be generated through the Constituent Services Coordinator and close cooperation with this position is essential.
- B. Works with the public and property owners and requires extraordinary courtesy, tact, and persuasiveness to obtain the cooperation of others.
- C. Responds to customer inquiries and needs and provides excellent customer service to both internal and external customers.
- D. Provides clear and appropriate verbal and written customer service responses.
- E. Coordinates enforcement activities with the Inspection & Compliance Division Manager and works closely with the Planning Division Manager, Permitting Division Manager, Town Engineer, and Building Official to assure consistency in interpretation of the Town Codes and Ordinances.
- F. Researches information with Town departments, and with state and county agencies, to aid in the investigation of code violations.
- G. Prepares citation case files and records for court cases in conjunction with the Town attorney's office.

- H. Assists with planners and inspectors, as needed, on preservation and protection of native plants, and with regard to environmentally sensitive resources, on development sites prior to and after construction.
- I. Responsible for the proper and accurate record keeping of activities and files relating to code compliance and enforcement utilizing the permit software program.
- J. Performs field inspections and investigation as needed. This includes regularly scheduled weekend and occasional night time inspections.
- K. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Civil, Zoning (including lighting, landscaping, and signage), and Building Code ordinances, standards, and related principles.
- Ability to perform research, analyze situations, make independent investigations and decisions, interpret related codes and ordinances and to apply requirements to pre-construction, construction, and post construction development.
- Ability to investigate and inspect residential and nonresidential construction for compliance.
- Knowledgeable in the use of personal computer software programs.
- Ability to become proficient in the use of the permit software program.
- Skill in reading and interpreting site and development plans, construction documents, zoning and street maps, and similar documents.
- Highly skilled in verbal, written and graphic forms of communication.
- Demonstrated ability to maintain a high degree of organization and attention to detail in dealing with code compliance and enforcement matters.
- Must possess strong team building and interpersonal skills and have the ability to establish and maintain effective working relationships internally and externally.
- This individual is accountable for decisions that directly impact the organization, and may influence operational effectiveness, and affect productivity, service, and revenue.
- Knowledge of Town and Department policies and procedures.

MINIMUM QUALIFICATIONS:

- A minimum of five (5) years' experience in zoning, planning, surveying, building, landscape design, and/or construction; **OR** an equivalent combination of education and experience **OR**;
- A minimum of three years of experience in code compliance and enforcement **OR**;
- High school plus additional course work (equivalent to up to one year at a Community College) or equivalent, resulting in accumulation of similar knowledge and abilities.
- Technical certifications such as Residential Building Inspection certification from an accredited agency is preferred.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in both indoor and outdoor environments.
- Regular attendance is an essential function of this job to ensure continuity.
- Ability to attend meetings or perform job duties in the evenings or on weekends as needed.
- Must possess a valid Arizona driver's license.