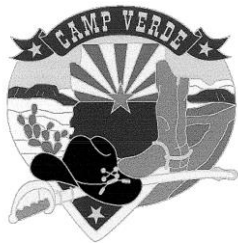


Job Description



CODE ENFORCEMENT OFFICER

Department:	Community Development	Revised Date:	September 2008
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Code Enforcement Officer/ACO. Full time with full benefit package. Starting wage is \$15.26 DOE. Some Code Enforcement or Police experience desired. Open until filled. Visit www.campverde.az.gov for full job description.

GENERAL PURPOSE: Under general supervision, reviews plans and specifications, and inspects commercial and residential properties for compliance with the Town of Camp Verde Zoning 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.*

- Inspects residential and commercial properties; assures building and properties are in compliance with all applicable codes, ordinances and regulations; approves work which conforms to Town codes and zoning regulations; requires corrections to be made when deficiencies are discovered; coordinates inspection work with other departments, agencies and utility providers.
- Reviews plans for compliance to the zoning codes; performs field inspections to evaluate compliance issues; verifies compliance with applicable codes and regulations; notes deficiencies and deviations; interprets regulations, and issues citations, notices of violation, stop work orders, and occupancy certificates within scope of authority.
- Process zoning complaints; document evidence of violations; presents evidence and testify at civil hearings.
- Answers inquiries and assists customers with compliance to the zoning codes, permit review, code enforcement, and other Town standards and regulations; responds to requests for information; provides technical information and assistance to Town staff as authorized; provides assistance to the public within scope of authority; generates reports as required.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None.

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent; AND three year's building trades or inspection experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- International Code Council (ICC) Code Enforcement certification is required within one year; Plans Examiner certification is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

Required Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Principles and practices of the construction industry and building trades.
- Principles and practices of building, electrical, mechanical, and plumbing inspection.
- Uniform Building and Fire Codes, National Electric Code, Arizona Uniform Plumbing Code, Uniform Mechanical Code, and related state and local statutes and regulations.
- Occupational hazards and safety precautions in construction areas.
- Geography, roads, and landmarks of Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.

Required Skill in:

- Applying technical knowledge of building trades work, and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications and standard installation practices.
- Reading and interpreting building plans and specifications, and applying Town codes and policies.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Interpreting and applying ordinances, regulations, and state and Federal laws.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in an office environment, and in internal and external environments with exposure to inclement weather; light physical demands.