



# City of Peoria

## Human Resources

### Title: Code Compliance Officer

**FLSA Status:** Non-Exempt subject to all Fair Labor Standards Act (FLSA) provisions.

**BRIEF DESCRIPTION:** The purpose of this position is to perform technical office and field inspection work in the enforcement of the City’s code and zoning ordinances. This is accomplished by investigating potential violations of zoning, environmental, building, and other City codes through office and fieldwork. Other duties may include completing related tasks as assigned.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Performs field inspections in response to complaints and proactively inspects to ensure compliance with various city codes and zoning ordinances. Issues citations for code violations; performs follow-up inspections to ensure that corrective action has been taken. Serves as a police assistant, empowered to take enforcement action with respect to any city ordinances regulating the standing or parking of vehicles.
2	S	Maintains accurate, comprehensive records and documentation related to work assignments.
3	S	Researches information with City departments, state and county agencies to aid in the investigation of code violations.
4	S	Prepares correspondence, staff reports, and technical documents to communicate violations and code compliance issues to citizens, elected officials, and staff.



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5	S	Assists in determining appropriate disposition of outstanding cases, assists City Attorney's Office in preparing action; testifies in court as required.
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### JOB REQUIREMENTS:

Description of Minimum Job Requirements	
Experience	2-4 years experience. Considerable previous experience required in the same or similar previous positions. The job requires a sound knowledge of common and uncommon techniques, concepts, methods, practices, use of forms, routines, etc., of complex nature.
Education	High school plus additional course work (equivalent to up to 1 year at a Community College or equivalent resulting in accumulation of similar knowledge and abilities).
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about.
Contacts	Contacts are an important part of the job as work involves internal and external contacts for the purpose of securing the understanding, cooperation or agreement of others who may not be readily disposed to cooperate, business matters are unusual or controversial and of major importance to the organization. Requires extraordinary courtesy, tact and persuasiveness to obtain the cooperation of others. Work involves frequent contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or a frequent requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a significant impact on the organization. Errors are difficult to detect and result in immediate impact on resources and continuing influence on operational effectiveness. Revenue, productivity, service, quality, security of assets or external relationships may be adversely affected. Corrections may be more costly than original action.

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Environment	Exposure to moderately adverse and undesirable environmental conditions. Some health and safety adverse risks. May require safety equipment and precautions.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Arizona Class "D" Driver's License upon hire. Zoning Enforcement Officer certification (ICC) or complete the Level I and II Code Enforcement Academy (CELA) within one year of hire.



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### OVERALL PHYSICAL STRENGTH DEMANDS:

Overall Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

### PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Frequency	Brief Description
Standing	F	Observing work site, observing work duties, making presentations
Sitting	F	Desk work, meetings, driving, operate equipment
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files, equipment
Carrying	F	Supplies, files, equipment
Pushing/Pulling	O	File drawers, tables and chairs, equipment/tools
Reaching	F	For supplies, for files, for equipment/tools
Handling	F	Paperwork, monies
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, tools/equipment



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Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment, inside attics/pipes/ditches
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	From computer to telephone, getting inside vehicles, operating equipment
Climbing	O	Stairs, step stools, ladders, onto equipment
Balancing	R	On step stools, on ladders, on equipment
Vision	F	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		

### **MACHINES, TOOLS, EQUIPMENTS, SOFTWARE, AND HARDWARE:**

Standard office equipment, vehicle, variety of hand tools: measuring wheel, flashlight, wire cutters, radio, and tape recorder. Microsoft Office and relevant software: Citizen Serve, Accela, North Star, Tax Mantra, Permits Plus and GIS.



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### ENVIRONMENTAL FACTORS:

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never	<b>D</b> Daily	<b>W</b> Several Times per Week	<b>M</b> Several Times per Month	<b>S</b> Seasonally	<b>N</b> Never
<b>Health and Safety Factors</b>					<b>Environmental Factors</b>				
Mechanical Hazards					Respiratory Hazards				
Chemical Hazards					Extreme Temperatures				
Electrical Hazards					Noise and Vibration				
Fire Hazards					Wetness/Humidity				
Explosives					Physical Hazards				
Communicable Diseases									
Physical Danger or Abuse									

**PROTECTIVE EQUIPMENT REQUIRED:** Protective clothing, eyewear, gloves, chemical protection equipment and safety footwear.

### NON-PHYSICAL DEMANDS:

<b>F</b> <b>Frequently</b> From 1/3 to 2/3 of the time	<b>O</b> <b>Occasionally</b> Up to 1/3 of the time	<b>R</b> <b>Rarely</b> Less than 1 hour per week	<b>N</b> <b>Never</b> Never occurs
<b>Description of Non-Physical Demands</b>			<b>Frequency</b>
Time Pressure			F
Emergency Situation			O
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			F
Noisy/Distracting Environment			F

### PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other	
Recreation/Neighborhood Center			