



# City of Tempe

## CODE INSPECTOR I+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	161	<i>Department:</i>	Community Development / Engineering & Transportation
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Code Inspector II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

### 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 (1) 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>	High school diploma, GED or equivalency, 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>	Possession of 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.

### **When assigned to Community Development:**

- 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.

**When assigned to Engineering & Transportation – Engineering Division:**

- Prepare monthly and quarterly billing of utility companies; collection of payment and depositing.
- Complete daily and semi-annual permits; issuance and billing.
- Maintain professional service tab in Accela and COIs.
- Provide Accela support and point of contact for customer portal.
- Manage new applications and work with IT for month numbers and billing.
- Prepare monthly invoicing, collection of payments and depositing funds.
- Process annual renewals.
- Develop policy and procedures to enforce the terms of the encroachment agreement.
- Ensure businesses are in compliance with the terms of the agreement.
- Perform routine inspections to ensure encroachments are in compliance with City code, standards and ordinances and enforces compliance by monitoring, re-inspection and issuance of violations.
- Act as point of contact for the department and the Police Department.
- Make recommendations to assist citizens and City staff with compliance issues, adapt and apply appropriate written guidelines, precedents and standardized work practices to a variety of problematic situation regarding ROW.
- Perform related duties as assigned.

**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

*For more information about the City of Tempe’s competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Revised November 2001 (range adj due to market)*

*Revised December 2007 (duties)*

*Revised January 2023 (added "When assigned to Engineering & Transportation" section)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Code Inspector I+ (when assigned to Engineering & Transportation)**

**Job Code: 161**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

ENDURANCE				
Sit			X	
Stationary / Stand		X		
Move / Traverse		X		

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*		X		
Fumes	X			
Computer Software				X
Chemicals	X			

ENVIRONMENT				
Indoors			X	
Outdoors		X		
Working in or around water	X			
Extreme Heat		X		
Extreme Cold		X		
Office Setting			X	
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)		X
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)		X
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)		X
<b>No Special Vision Requirements</b>	X	

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**