

Code: 2618

Title: ZONING & BUILDING CODE ENFORCEMENT INSPECTOR

SUMMARY: Conducts and documents field inspections in urban and rural areas, issues citations, presides at public and court hearings, and performs follow-up field investigations to insure compliance with County building and zoning codes, laws, ordinances and statutes. It is distinguished from all other Inspector classifications by its specialization in zoning and building code enforcement.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending upon the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Inspects sites for conformance with zoning/building code requirements;
Issues zoning/building code violation citations and zoning/building code related stop orders in accordance with the established methods and procedures under the zoning and building codes;
Investigates cases involving zoning/building changes, zoning/building code violations, and initiates contact with responsible parties;
Makes field inspections, takes photographs, takes notes of site condition, draws rough sketches of site, documents evidence and gives testimony in court and/or hearings;
Documents inspections by writing reports and initiating notice to responsible parties explaining the terms to achieve compliance;
Inspects businesses for zoning/building code compliance when requested by various agencies;
Reviews deeds and legal descriptions, and verifies information using software such as Geographic Information System (GIS) and AutoCad;
Posts notices of public hearings;
Performs field checks to determine conformance with conditions of rezoning, development plans, subdivision plats, permits and special use permits;
Performs research of complaints using computer software, such as Automated Permitting and Inspection Systems, GIS, AutoCad and databases;
Maintains records of inspection activities and submits written and oral reports on results of investigation findings;
Creates and updates case files and maintains long term case management from initial contact through legal resolution;
Answers questions regarding the status of zoning/building code violation cases, and provides the general public with technical information pertaining to zoning/building codes and land use;
Interacts with the County Attorney's Office and other agencies on the resolution of zoning/building code matters;
Acts as prosecutorial agent at hearings, assists attorneys in case preparation, and testifies in proceedings;
Prepares documentation and presents cases in Justice and Superior Court and at hearings on zoning/building code issues;
Works closely with the public to resolve zoning/building code violations in a sometimes-hostile environment;
Works closely with other divisions and departments to coordinate resolution of issues involving violation of the zoning/building code, and other adopted County ordinances;
Familiarizes office personnel in the functions and laws pertaining to zoning/building codes;
Conducts detailed research of computer records, databases and archives to determine permit and property use histories, property ownership, responsible parties and legal contacts;
Studies maps, legal descriptions and other records to determine correctness of information on applications;
Reviews plan specifications and technical materials to determine compliance with zoning/building codes;
May lead and/or train other Zoning & Building Code Inspector staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- Zoning Code, Building Code and other applicable laws, rules and regulations;
- criminal and civil laws pertaining to zoning and building;
- analytical and investigative methods and procedures;
- building construction and methods of land description;
- preparation and processing of building and zoning permit applications and variance applications;
- principles and practices of zoning/building activities;
- research techniques and sources of information related to zoning/building code enforcement;
- permit applications and site plan preparation;
- recognizing zoning/building code violations and problem resolution;
- computer applications such as GIS and AutoCad.

Skill in:

- answering complex zoning/building code questions by interpreting, applying and enforcing the zoning/building codes tactfully and impartially;
- maintaining effective working relationships with others;
- communicating effectively, and preparing written and oral reports;
- conducting research, investigations and site inspections, and in preparing detailed records for use in legal procedures;
- collecting information, preserving evidence and case management;
- preparing cases for hearings and testifying in Superior Court;
- assisting with the inspection of building sites to ensure compliance with zoning/building codes;
- general computer skills;
- performing in hostile or adversarial situations;
- mediation and crisis resolution.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in urban or regional planning, geography, public administration, political science, hydrology, geology, business administration or a related field as defined by the Appointing Authority at the time of recruitment.

(Additional relevant experience may be substituted. Examples of relevant experience may include experience in the enforcement of laws, rules, regulations or codes, such as law enforcement officer or investigator, insurance adjuster, or a related field as defined by the Appointing Authority at the time of recruitment.)

OR:

(2) Two years of experience as a Planner or Code Enforcement Technician with Pima County.

OR:

(3) One year of experience as a Zoning Inspector, Field Zoning Inspector, Codes Enforcement Specialist or Building Inspector I with Pima County.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require an International Codes Council (ICC) Zoning Inspector Certification or Coalition of Arizona County Code Enforcement Officials (CACCEO) Zoning Inspector Certification, and an International Code Council (ICC) Permit Technician Certification prior to or within twelve (12) months of appointment. A valid Arizona Class D driver license is required at

the time of application. Failure to obtain/maintain the current required certification/license shall be grounds for termination.

Physical/Sensory Requirements: Some positions may require the ability to work outdoors in extremes of heat, cold, inclement weather and exposure to dust, dirt, wind, construction activities and materials and to traverse rough terrain.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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