

*Code: 2675*

*Title: CODES ENFORCEMENT SPECIALIST*

**SUMMARY:** Conducts and documents follow-up field investigations and inspections of construction activities found to be in violation of County building and related codes, laws, ordinances and statutes. This classification differs from Codes Enforcement Technician by its primary function to investigate violations, conduct follow-up inspections, and monitor assigned cases through the hearing and prosecution process.

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

Investigates possible violations; photographs evidence, contacts responsible persons and composes letters;  
Performs follow-up investigations to ensure that remedial action has been taken;  
Develops and maintains case files;  
Prepares code violation cases for hearings and court proceedings;  
Appears at hearings and testifies in court as necessary for case prosecution;  
Inspects residential, industrial, commercial and major public-use/governmental construction projects for compliance with permitted activities and County and industry general and specialized standard codes;  
Reviews related plans, specifications and technical materials to determine compliance with applicable permits, codes and industry standards;  
Identifies and documents defects or deviations from permitted or code-required construction activities, and issues rejection, stop-work or correction notices, performs follow-up inspections to verify corrections, and completes required reports;  
Consults with contractors, property owners and construction-permit holders to assist them in resolving defects and deviations from permitted activities and applicable codes and standards;  
Documents field work using still, video, and digital camera equipment;  
Prepares routine, recurring and special reports for management;  
Participates in provision of training to staff in technical areas related to inspection or investigation of code violations;  
Operates and performs operator-level servicing of assigned vehicles;  
May lead and/or supervise Codes Enforcement Technicians, Building Inspectors or other staff on major or complex projects.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- investigative principles and practices;
- rules of evidence, courtroom demeanor and testimony;
- applicable County building and related codes, laws, statutes, ordinances and construction industry standards;
- construction permitting processes;
- the stages of construction for optimal detection of defects or deviations from permitted activities and applicable codes and standards;
- industry-standard building construction practices, methods and materials;
- County information and reporting systems;
- principles and techniques of review and evaluation of construction plans and related technical data for compliance with applicable codes and standards;

- principles and techniques of conflict-resolution;
- principles and techniques of training staff.

Skill in:

- applying investigative techniques to ensure compliance with appropriate codes and ordinances;
- application of rules of evidence in development of hearing and court cases;
- interpreting, explaining and applying County building codes, laws, ordinances, statutes and construction industry standards;
- analyzing construction plans, specifications and associated technical data for compliance with appropriate codes and standards;
- detecting and documenting defects and deviations from permitted construction activities and applicable codes and standards;
- using still, video, and digital cameras to document field findings;
- negotiating with contractors, property owners and permit-holders to remedy defects and discrepancies in work-in-progress and resolving stop-work orders;
- communicating effectively;
- training staff in technical aspects of codes enforcement;
- preparation of routine, recurring and special reports for management;
- operating and performing operator-level servicing of assigned County vehicles.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Five years of experience as a contractor, engineer, architect, or as a superintendent, foreman or mechanic in charge of construction.

OR:

(2) Three years of experience with Pima County as a Codes Enforcement Technician or like experience in another public-sector Building Codes/Enforcement setting as a Codes Enforcement, Building or Plans Inspector/Examiner.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment. All positions require an International Code Council (ICC) inspection-related certification prior to completion of initial/promotional probation. Failure to obtain/maintain the current required license/certification 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 class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.