



# ANNOUNCEMENT

## EMPLOYMENT POSITION AVAILABLE

Job Title: Code Enforcement Inspector  
Job Location: Youngtown, Arizona  
Emp. Type: Full-time, FLSA Non-Exempt  
Annual Salary: Pay Range "A" - \$28,146 to \$43,625 (D.O.E.)  
Open Date: April 2, 2018  
# of Openings: 2  
Deadline to Apply: open until filled  
Interviews Conducted: (Applicants will be called to schedule.)

\*\*\*\*\*

The Town of Youngtown is seeking an enthusiastic individual interested in becoming an involved partner in the Town's Code Enforcement team under the direction of the Community Development Manager. This team is challenged to maintain enforcement of the Town's codes and to educate the public. Considerable public interaction is required.

Submit supplemental questionnaire directly to Jeanne Blackman, Town Manager, 12030 North Clubhouse Square, Youngtown, Arizona 85363.



## 2018 SELECTION OF CODE ENFORCEMENT OFFICER PACKET INTERNAL-EXTERNAL RECRUITMENT

### PACKET INCLUDES:

- JOB DESCRIPTION
- APPLICATION FOR EMPLOYMENT FORM (INCLUDE RESUME')
- SUPPLEMENTAL QUESTIONS

### BENEFITS INCLUDE:

- HEALTH INSURANCE
- DENTAL AND VISION INSURANCE
- LIFE INSURANCE
- FLEXIBLE SCHEDULE

### PLEASE RETURN COMPLETED PACKET TO:

JEANNE BLACKMAN, TOWN MANAGER  
TOWN OF YOUNGTOWN  
12030 CLUBHOUSE SQUARE  
YOUNGTOWN, AZ 85363  
[jblackman@youngtownaz.org](mailto:jblackman@youngtownaz.org)  
623.933.8286



Town of Youngtown  
12030 Clubhouse Square  
Youngtown, Arizona 85363

**JOB TITLE: CODE ENFORCEMENT INSPECTOR**

**Department: Community Development**  
**Immediate Supervisor: Community Development Manager**

<b>Origination Date</b>	<b>03/29/2005</b>
<b>Revision Date</b>	<b>2/24/2016</b>
<b>Job Range</b>	<b>A- \$28,146 to \$43,625</b>
<b>FLSA Status</b>	<b>Non-Exempt</b>

**BRIEF DESCRIPTION:** This is the first level of Code Enforcement inspections. Person in this position will inspect complaints of property maintenance, zoning, sign code and other various municipal code violations; issue violation notices and citations to obtain compliance. They will compile reports, maintain logs and records, and perform related activities. Code Enforcement Officers will also assist in parking enforcement through the Town of Youngtown.

The Code Enforcement Inspector works under the direct supervision of the Community Development Manager.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

- Receives complaints from citizens, management, legal staff, and coworkers in regard to property maintenance, zoning, sign code and other various municipal code violations; conducts field inspections and provides appropriate follow-up
- Documents progress of assigned cases and maintains related case records
- Proactively identifies and resolves code violations
- Determines enforcement action necessary; issues violation notices, civil citations, or seeks criminal charges as necessary
- Conducts research to determine legal ownership and responsible parties of properties; pursues necessary abatement action including court ordered abatements to resolve property maintenance complaints
- Prepares for and conducts community education meetings related to code enforcement concerns
- Prepares information for court actions; testifies in court
- Performs other duties of a similar nature or level
- Assists Sun City Fire and Medical District/Public Works Manager/Community Development Manager with complaints and investigations
- Maintains a detailed record of investigations

- May be required to work nights, weekends and varying hours
- Resolves procedural, operational, and other project-related problems and confers with the Community Development Manager when developing, proposing, and implementing solutions
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Performs related duties as assigned by the Community Development Manager
- Establish and maintain cooperative working relationships with Town officials, employees, other law enforcement agencies, boards, commissions, and the general public

## **JOB REQUIREMENTS**

### **FORMAL EDUCATION/KNOWLEDGE:**

Possess high school diploma

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Applicable Federal, State, and local codes, laws, regulations, policies, and procedures
- Basic investigation techniques
- Inspection procedures
- Customer service principles
- Planning and Zoning ordinances, site plans, and census tracts
- Computer software and related software applications

Skill in:

- Use of computers, tablets and related software applications

Ability to:

- Conduct field inspections
- Resolve conflict
- Maintain records
- Read maps and site plans
- Provide customer service
- Resolve conflict
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public , etc. to sufficiently exchange or convey information and to receive work direction

### **EDUCATION and/or EXPERIENCE**

High School Diploma or G.E.D. and four years code enforcement experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Depending on area of assignment, technical training may be required.

## **CERTIFICATION**

Must have at the time of hire and be able to maintain a valid Arizona driver license. Certified Inspector through the International Property Maintenance Code or equivalent training/education certificates is desirable.

## **PHYSICAL DEMANDS**

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 Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents may be exposed to hazardous conditions, open trenches and heights while performing inspections. Exposure to risks can be substantially controlled by safety precautions.

Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, poor ventilation, extreme temperatures, and intense noises.

**NON-PHYSICAL DEMANDS:** FREQUENT – Emergency situations, time pressures, change of tasks, and performance of multiple tasks simultaneously, working closely with others/team player. OCCASIONALLY – Noisy/distracting environment with interruptions; tedious/exacting work.

**EXPECTED BEHAVIOR:** High ethical standards; strong safety principles and safety awareness; encourage and develop teamwork; and include but are not limited to the following:

- Maintain confidentiality
- Be accountable-submit responses to all requests for information by due date and meet deadlines
- Support a learning environment
- Be on time for all meetings
- Be a champion of the Town's policies and procedures and the classification and compensation program
- Create and implement ethical standards for your worksite
- Monitor accomplishments related to performance indicators
- Discussing and planning should be followed up with action
- Let common sense prevail
- Be visionary-anticipate issues
- Support organizational change
- Support the Town's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, contractors and vendors

- Understand and interpret Town policies and procedures, and make rational decisions/recommendations in accordance with established policy
- Work in a safe manner and report unsafe activities and conditions. Follow the Town-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations.
- Encourage teamwork and participation
- Provide outstanding customer service to internal and external customers.

*These traits are not basis job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.*

In preparing this job description, the Town of Youngtown is reflecting the general details as needed to describe the principal functions of this job, the level of knowledge and skill required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.



Have you ever been convicted of any violations of federal, state, local or military law or statute?  
 Yes \_\_\_\_ No \_\_\_\_ (if yes, explain

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

HAVE YOU EVER BEEN TERMINATED OR FORCED TO RESIGN DUE TO MISCONDUCT OR UNSATISFACTORY SERVICE? YES \_\_\_\_ NO \_\_\_\_ IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EDUCATION, TRAINING AND SKILLS

CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12 OR GED

Colleges/university or Trade Schools	City/State	Major Coursework	Sem. Hrs.	Degrees Completed

Professional Certificates, Licenses or Memberships:

Driver's License? Yes \_\_\_ No \_\_\_ Classification \_\_\_\_\_ License Number \_\_\_\_\_

List any specialized training you may have received that relates to this position (include number of hours and course content)

List any equipment that you are able to operate that relates to this position

Language Proficiency (other than English)  
 Language \_\_\_\_\_ Speak Read Write

Have you ever served in the U.S. Armed Forces? \_\_\_\_ yes  
 \_\_\_\_ no  
 From (mo/yr) \_\_\_\_\_ To: \_\_\_\_\_



May we contact this employer? Yes \_\_\_ No \_\_\_ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer  
Name & address

List all  
positions held

Annual  
salary

Dates (mo/yr)

Hrs. per wk.

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____ _____ Supervisor _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	To _____ To _____ To _____ To _____ _____ _____ _____ _____ _____ _____

May we contact this employer? Yes \_\_\_ No \_\_\_ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer  
Name & address

List all  
positions held

Annual  
salary

Dates (mo/yr)

Hrs. per wk.

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____ _____ Supervisor _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	To _____ To _____ To _____ To _____ _____ _____ _____ _____ _____ _____

May we contact this employer? Yes \_\_\_ No \_\_\_ Please list your primary job duties below:

---

---

---

REASON FOR WANTING TO LEAVE:

**READ THIS APPLICATION AND YOUR ANSWERS BEFORE SIGNING BELOW**

By signing this application, I certify that all information on this form is true to the best of my knowledge, and any omissions or mis-statements of facts may be cause for rejection of this application or discharge from Town service. I also authorize the Town of Youngtown to make all necessary and appropriate investigations allowable by law to verify the information provided. It is my responsibility to keep my department head advised about any changes of address or phone numbers.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE



## YOUNGTOWN CODE ENFORCEMENT OFFICER APPLICATION SUPPLEMENTAL QUESTIONNAIRE

*This supplemental questionnaire will assist in determining the level of experience and qualifications of applicants relating to the Code Enforcement position. Completion of the supplemental questionnaire is required to be considered for the position.*

*Please limit your responses for each question to one page, typed, double-spaced, on a separate sheet of paper.*

\*\*\*\*\*

- 1) How do you see the Code Enforcement Officer interfacing with the Town Prosecutor, Community Development Manager and Town Manager for an efficient operational relationship?
- 2) What certifications/experience/education do you possess that would qualify you for the position of Code Enforcement Inspector?
- 3) During the course of your job performance, you may encounter involvement from one or more Youngtown Council Members, who feel you are not doing enough enforcement. How would you handle this situation?
- 4) What do you feel are the most important skills needed to successfully perform the duties of Code Enforcement Inspector?
- 5) What are your personal/occupational strengths/weaknesses?
- 6) How many times have you testified in court and what were the results?
- 7) Explain the circumstances of a difficult situation with a resident, employee or customer and describe how you handled it?