



City of Tempe

BUILDING CODE INVESTIGATOR

JOB CLASSIFICATION INFORMATION

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|---------------------------------------|----------------|--------------------------------|------------------------|
| <i>Job Code:</i> | 639 | <i>Department</i> | Community Development |
| <i>Supervision Level:</i> | Non-Supervisor | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Building Inspector II+ |
| <i>Safety Sensitive / Drug Screen</i> | Yes | <i>Physical:</i> | Yes |

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

REPORTING RELATIONSHIPS

Receives general supervision from supervisory or management staff.

May provides functional and/or technical direction to staff.

MINIMUM QUALIFICATIONS

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|---------------------------------|---|
| <i>Experience:</i> | Three (3) years of experience in residential and commercial building inspection and/or code inspections plus one (1) year of public contact experience in such organizational environments as residential and commercial building 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. |
| <i>License / Certification:</i> | <ul style="list-style-type: none"> • Possession of a valid driver's license. • Possession of either the International Code Council (ICC) Residential Inspector Certification or the ICC Commercial Building Inspector Certification at the time of application. Must obtain the other certification within six (6) months of hire. |

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. To perform a variety of general building investigation and inspection work in securing compliance with municipal building codes, electrical, mechanical, and plumbing codes, zoning and other related ordinances; and to perform a variety of tasks relative to assigned area of responsibility.

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.

- Receive and process citizen complaints received for construction without a permit both orally and in writing. Follow-up with warnings, notices and citations to ensure compliance with Building Codes, and work with citizens, property and business owners to correct violations. Investigate alleged building, electrical, plumbing, mechanical, accessibility, and energy code violations using their knowledge of the City of Tempe's codes and processes to the benefit of all customers to ensure that minimum code standards are met.
- Conduct research and field investigations of applicable codes and ordinances to determine existing non-conformance status; research various public records including approved plans, specifications, construction permits, plan review reports, legal property descriptions, and County ownership records.
- Prepare reports, document inspections, issue notices or letters, photograph property conditions and maintain required records. Use computer database for reporting and record keeping.
- Monitor cases, including conducting follow-up inspections, and maintain contact with responsible individuals until compliance is achieved.
- Be a point of contact for both the citizens and city departments for building code complaints
- Coordinate inspection and building code investigations activities with other City departments and divisions; confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- Prepare and deliver citations for non-compliance and represent the city in judicial proceedings.
- Prepare cases for court actions, assist Attorney's office in determining appropriate disposition of outstanding cases; testify in court.
- Inspect existing buildings for change of occupancy or use for compliance with the applicable technical codes and ordinances.
- Inspect new and existing industrial, commercial, and residential buildings during various stages of construction or remodeling to ensure compliance with applicable codes and regulations of City, State and Federal agencies.
- Inspect damaged or dilapidated buildings for safety; conduct inspection on fire damaged buildings; determine extent of damage, safety factors and necessary permits required for building; prepare and file reports.
- Check plans for compliance with code requirements and discrepancies before and after issuance of permits.
- Inspect buildings being moved within or into the City to check for compliance with all codes; inspect building being demolished to protect adjacent property and the public.
- Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine building system elements.
- Conduct field inspections of businesses with tax and liquor licenses to ensure conformance

with the building codes and zoning ordinances.

- Inspect installation of mobile homes.
- Maintain files of inspections, building code investigations and issued permits; review files for inactive, revoked or expired permits and code violations; initiate action against expired permits or to correct code violations.
- Receive phone calls and emails; answer questions and provide information about construction site inspections, building code investigations and code regulations.
- Review new materials and methods used in building construction; attend training courses to learn of new codes and other building inspection regulations; take an active part in the training process.
- Issue notices to comply and prepare written correspondence to owners and occupants of affected buildings and structures; explain code violations and compliance requirements.
- Coordinate prosecution efforts through the City Prosecutor's office; prepare and present evidence to the City Court; photograph and document the conditions of violation for evidence and identification purposes.
- Monitor cases, including conducting follow-up inspections, and maintain contact with responsible individuals until compliance is achieved.
- 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

Effective October 2023