

Code Compliance Consultant

POSITION SUMMARY:

Perform a variety of duties involved with the enforcement of City land-use, business registration, and property maintenance ordinances; perform field inspections of occupied and vacant properties to determine possible code violations; issue notifications for all code violations; coordinate assigned activities with other City departments and outside agencies and perform related work as required.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level supervisory or management staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Perform field inspections in response to complaints concerning both occupied and vacant properties to investigate and determine possible code violations.
2. Respond to requests regarding possible code violations, including advising property and business owners on the methods necessary to bring properties into compliance and providing clear explanation of City code standards; interpret, explain and answer operational and procedural questions of the Code Enforcement Division.
3. Issue notifications for all code violations, and prepare and complete daily reports of all inspections performed.
4. Support Albuquerque Code Enforcement on various issues, such as enforcement of the Albuquerque Weed & Ant-Litter Ordinance, the Business Registration Ordinance, Clear Sight Triangle standards, and other applicable rules and regulations.
5. Following review and approval of higher level supervisory or management staff, may issue citations or summons for property owners who have not responded to notifications and who remain non-compliant with applicable codes.
6. May appear and/or testify in court proceedings or hearings related to violations of City code compliance.

SUPPLEMENTAL FUNCTIONS:

1. Attend meetings, seminars and training programs.
2. Perform related duties and responsibilities as required.
3. Comply with local, state and federal safety program requirements.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree from an accredited college or university, plus four (4) years of experience in any of the following areas: property management, construction and/or building inspections, enforcement of regulatory codes, property inspections, and/or a related experience.

ADDITIONAL REQUIREMENTS:

Possession of a valid Driver's License, or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

PREFERRED KNOWLEDGE:

- Principles and practices of customer service and public relations
- General methods and techniques of field inspection and investigative work, report writing and documentation of code violations
- Standard legal issues relating to field inspections, investigative work, court appearances and notifications
- Principles and procedures of record keeping and report preparation
- Basic mathematical principles
- Office procedures, methods and equipment

PREFERRED SKILLS AND ABILITY:

- Learn pertinent Federal, State and local laws, codes and regulations
- Perform field surveys, site inspections, and property reviews for occupied and vacant properties
- Investigate and determine possible code violations
- Respond to requests and inquiries from the general public
- Interpret and explain City policies and procedures
- Advise property and business owners on the methods necessary to bring properties into compliance
- Conduct business in a courteous and professional manner
- Prepare and complete daily reports
- Work independently in the absence of supervision
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

WORKING CONDITIONS:

Environmental:

Office and construction site environment; travel from site to site; exposure to computer screens, heat, cold, inclement weather conditions; exposure to potentially hostile environments.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles.

