



City of Phoenix

Neighborhood Preservation Inspector

Job Code:	60670	Job Function:	Inspectional
Salary Plan:	006	Grade:	353
FLSA:	Nonexempt	Labor Assign:	Unit 3 AFSCME 2960
Benefit Cat:	003	EEO-4:	Technicians
SOC:	13-1041.04	Last Revision:	October 2025

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to perform field inspections or administrative support work in the investigation of complaints and violations of zoning, property maintenance and environmental safety ordinances, housing safety regulations and stipulations of City Council. Employees in this class have the authority to order the compliance, abatement, discontinuance, removal, or alteration of conditions, which violate applicable ordinances, laws, and regulations, and to initiate legal actions for continuing violations. The duties performed require extensive public contact.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Neighborhood Preservation Supervisor or other supervisor.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Inspects properties for compliance with zoning, property maintenance, and ordinances dealing with animals, vending, environmental safety ordinances and housing safety regulations
- Investigates complaints of violations of stipulations of the City Council, Rehabilitation Appeals Board, Zoning Administrator and Board of Adjustment
- Orders the compliance, abatement, discontinuance, removal or alteration of conditions which violate applicable ordinances, laws, and regulations
- Informs citizens or their legal representatives of violations of applicable regulations and ordinances and explains changes that must be made to achieve compliance
- Performs public education and information duties, including meetings, presentations, personal contacts, and information distribution
- Encourages voluntary compliance with codes and voluntary resolution of violations conflicts
- Documents violations and efforts to bring property owners into compliance with ordinances, codes, laws, and regulations
- Researches case histories, approval documents, approved blueprints, property ownership records, sales tax licenses, aerial photos, utility records and other related documents as necessary
- Initiates legal actions for continuing violations



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- Administers cases through the contractual abatement process
- Writes violation reports on structures and properties inspected
- Makes follow-up inspections to ensure that violations are abated, altered, discontinued, or removed
- Prepares cases for court actions, assists the City Attorney's Office in determining appropriate disposition of outstanding cases and testifies in court
- Analyzes technical reports and materials for prosecution of violations
- Maintains case documentation in a computer-based case management system
- Maintains regular and reliable attendance
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Purpose and provisions of the City zoning, property maintenance, and ordinances dealing with animals, vending, environmental safety ordinances and housing safety regulations.

Ability to:

- Communicate orally with customers, clients or the public in face-to-face one-to-one settings or using a telephone.
- Measure distance using a tape measure or other measuring device.
- Measure sound and/or light levels using the appropriate equipment.
- Comprehend or make inferences from written material.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Learn job-related material primarily through verbal instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work safely without presenting a direct threat to the incumbent or others.
- Work cooperatively with other City employees and the public, often under difficult, stressful situations.
- Use legal descriptions of real property, construction plans, plot plans, site plans, and property markers to establish property lines to ensure that structures comply with ordinances and regulations.
- Plan workload based on established priorities to meet goals.
- Work independently with little direct supervision.



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Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of experience in investigative fields, technical trades such as plumbing, electrical, or HVAC, city planning, or building inspections, including some public contact work. Other combinations of experience and education that meet the minimum requirements may be substituted.