



City of Phoenix

Neighborhood Preservation Supervisor

Job Code:	60680	Job Function:	Inspectional
Salary Plan:	001	Grade:	059
FLSA:	Exempt	Labor Assign:	ASPTEA
Benefit Cat:	007	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 supervise the investigation of complaints and violations of zoning, property maintenance and environmental safety ordinances and housing safety regulations, and to perform field inspections for compliance with regulations, ordinances, stipulations of the City Council, Rehabilitation Appeals Board, Zoning Administrator and Board of Adjustment. Neighborhood Preservation Supervisor oversees investigations in one area of the City and work involves extensive public contact.

DISTINGUISHING FEATURES OF THE CLASS:

Supervisory responsibility, and the ability to make determinations in the more complex cases distinguishes this class from the Neighborhood Preservation Inspector and Lead classifications.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Neighborhood Preservation Supervisor other supervisor.
Supervision is exercised over administrative support of all field staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Supervises technical field inspections and the investigation of complaints and violations in the enforcement of City zoning, property maintenance, and environmental safety ordinances and housing safety regulations within a geographic area of the City
- Supervises administrative support staff responsible for the intake and processing of complaints and the preparation of cases for court, enforcement, or administrative hearings
- Performs field inspections and investigations for complex cases
- Writes and reviews inspection reports relating to violations and required compliance with City ordinances and regulations
- Documents efforts to bring property owners into compliance with ordinances, codes, laws, and regulations
- Reviews and assists in the preparation of case summaries
- Discusses violations with responsible parties or their legal representative in an effort to bring about code compliance without court action



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- Initiates requests for the enforcement of criminal or civil complaints when legal action is necessary to obtain code compliance
- Testifies in court on behalf of the City
- Analyzes and compiles complex technical information

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Purpose and provisions of the City zoning, property maintenance, and environmental safety ordinances and housing safety regulations
- Principles of supervision

Ability to:

- Perform a broad range of supervisory responsibilities over others
- Communicate orally with customers, clients or the public in face-to-face one-to-one settings, using a telephone, or in group settings
- Instruct others one-on-one
- Observe or monitor people's behavior, objects, or data to determine compliance with prescribed operating or safety standards
- Measure distance using a tape measure
- Use graphic instructions such as blueprints, schematic drawings, layouts, or other visual aids
- Comprehend or make inferences from written materials
- Work in a variety of weather conditions with exposure to the outdoor elements
- Learn job-related material through oral instruction and observation, or through structured lecture and reading. This learning takes place in an on-the-job training setting, or in a classroom
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Work safely without presenting a direct threat to self or others
- Work cooperatively with other City employees, Council staff, and the public
- Plan workload based on established priorities to meet goals
- Work independently with little direct supervision

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



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ACCEPTABLE EXPERIENCE AND TRAINING:

Two years 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.