



City of Phoenix

NEIGHBORHOOD PRESERVATION INSPECTOR II

JOB CODE 60680

Effective Date: 05/96

DISTINGUISHING FEATURES OF THE CLASS:

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 Inspectors II supervise investigations in one area of the City, or supervise the administrative support of all field staff, and work involves extensive public contact. Supervisory responsibility, and the ability to make determinations in the more complex cases distinguishes this class from the Neighborhood Preservation Inspector I classification. Neighborhood Preservation Inspectors II work under the general supervision of a Neighborhood Preservation Supervisor.

ESSENTIAL FUNCTIONS:

- 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; or
- 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;
- 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;
- Maintains regular and reliable attendance;



City of Phoenix

- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills 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 work load 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



City of Phoenix

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:

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.