

CITY OF GLOBE
Building Inspection/Code Enforcement Officer
Job Posting 20-12

The City of Globe is accepting applications for **Building Inspection/Code Enforcement Officer**. This **NON-EXEMPT** (eligible for overtime) position performs the requisite administrative, technical enforcement, documentation and coordination work in enforcing the City's building codes along with property maintenance codes within the City Limits. The work involves both field and office related responsibilities to monitor and correct code violations.

MINIMUM REQUIREMENTS

- The following knowledge, abilities, and skills are expected to be present prior to the selected employee assuming this position or during his/her probation period, to the satisfaction of the City:
- Knowledge of a variety of general building inspection work in securing compliance with municipal building codes, electrical, mechanical and plumbing codes, zoning and other related ordinances
- Knowledge of the local government's zoning and land use regulations, Codes (Including current building, property maintenance and zoning codes), rules, regulations, and procedures.
- Knowledge of the legal, administrative, and procedural regulations applicable to the section assigned.
- Knowledge of general office practices and procedures.
- Knowledge of the geography and the area of jurisdiction of the City.
- Knowledge of land measurement, legal descriptions, recorded documents, and the applicable Assessor's Parcel Database.
- Ability to maintain regulatory records and to prepare and submit verbal and written reports.
- Ability to meet the public and explain the applicable zoning and land use codes concisely, tactfully and impartially.
- Ability to read and interpret building plans and specifications relating construction and building code compliance.
- Ability to read and interpret site plans and specifications relating to land use, landscaping and zoning code provisions.
- Ability to recognize deviations from code requirements and from established policies and procedures.
- Ability to maintain composure under stress.
- Ability to serve the public, affected or involved parties of interest with the Building Inspections and Code enforcement, and fellow employees with honesty and integrity in full accord with the city's expectations from this position and all other applicable common expectations from all City employees.
- Ability to establish and maintain effective working relationships with the general public, property owners, contractors, members of the real estate industry, developers, co-workers, elected and appointed officials and members of diverse cultural and ethnic backgrounds regardless of race, color of skin, religion, age, sex, national origin, disability or political affiliation.
- Valid Arizona Driver's License

PREFERRED QUALIFICATIONS

- In addition to the above illustrated knowledge, skills, and abilities; the selected employee is required to be a High School Graduate and have at least two (2) years of experience in building inspection, code enforcement and related administration; preferably in the area of construction, police, fire, land use, zoning, and building codes or other local government codes, policies, and procedures.
- Building Inspector Certification in possession or ability to obtain within 12 months of hire or promotion

SALARY RANGE: \$35,175 to \$41,892

Applications are available at City Hall, 150 N. Pine Street in Globe, AZ Monday thru Friday, 8:00 a.m. to 5:00 p.m. or on the City's web site at www.globeaz.gov. Applications with any additional related information must be submitted by **Friday, July 31, 2020 at 5:00 p.m. for first review.** This position will remain open until filled. Apply in person at City Hall or by fax at (928) 425-4820. Contact Human Resources at 928-425-7146 ext. 16 or ext. 22 with any questions. Please respond to **Job 20-12**. EEO / H / V / A/A

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