

Lake Havasu City, Arizona

Class Description



Title: Code Enforcement Officer
Department: Development Services
Division: Code Enforcement
Grade: CP8

FLSA Status: Non-Exempt
Job Code: 213572165
Updated: 7/5/2025
Salary: \$25.68-\$37.24

General Definition of Work

Performs intermediate technical work enforcing City zoning ordinances and various nuisance and building codes, receiving, and investigating complaints, inspecting properties, maintaining files and records, preparing reports, and related work as apparent or assigned, with an emphasis on Short-Term Rental enforcement, permitting, and inspections. Work is performed under the direction of the Code Compliance Manager.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Receives and records complaints from the public, staff, and outside agencies regarding violations of municipal code, ordinances, standards, and regulations.

Conducts field investigations for reported violations of the municipal code, ordinances, standards, and regulations.

Prepares and maintains documentation of violations including securing photographs and other pertinent data.

Prepares and issues notices of violation and citations to property owners and their responsible parties, according to applicable codes and regulations.

Conducts follow-up investigations to ensure continued compliance with applicable codes and ordinances.

Testifies in municipal court on civil and criminal code enforcement investigations.

Provides information to the public, staff and outside agencies concerning code enforcement questions.

Operates and maintains motor vehicles or other work-related equipment requiring a valid driver license.

Minimum Qualifications

High School diploma or GED and considerable experience in customer service, interpreting municipal codes and zoning enforcement principles, or equivalent combination of education and experience.

Special Qualifications

Possession of the Code Enforcement Officer Level I certification issued by the Code Enforcement League of Arizona (CELA) is preferred.

Must meet and maintain all training and education requirements for the position.

Valid Driver's License of appropriate class.

Knowledge, Skills & Abilities

Thorough knowledge of operations, services and activities of a code enforcement program; thorough knowledge of the principles and practices of planning City zoning codes, housing codes and related codes and ordinances, applicable building and housing regulations, including mechanical, electrical or sanitary codes; thorough knowledge of the methods and techniques of field inspection and investigative work, report

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writing and documentation of code violations; thorough knowledge in reading and understanding construction drawings, codes, ordinances, standards, and regulations; thorough knowledge of both construction and fire principles, practices and procedures; general knowledge of mathematical principles; thorough knowledge of principles and procedures of record keeping, report preparation, and business letter writing.

Skill in the use and application of basic engineering and architectural scales and related measuring and drafting tools; skill in conducting field investigations and enforcing zoning, housing and other related codes and ordinances; skill in recommending corrective action necessary to resolve noted violations; skill in examining residential and commercial plans to determine applicable compliance with zoning standards; skill in understanding and follow oral and written instructions.

Ability to maintain accurate logs and records; ability to respond to requests and inquiries from the general public; ability to solve practical problems with tact, diplomacy, and deal with a variety of people in a variety of situations; ability to interpret construction drawings and specifications; ability to create accurate and concise written reports; ability to effectively and tactfully communicate orally and in writing regarding technical issues of non-compliance, codes, complaints, and administrative procedures; ability to read, interpret, and explain City codes and site plans, maps and work plans; ability to perform plan review, conduct construction inspection and witness testing; ability to establish and maintain effective working relationships with associates, supervisors, property owners, contractors, City officials, vendors, Mayor, Council, Court, City Manager, City Attorneys, architects, engineers, other departments, outside agencies, and the general public.

Working Conditions

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires climbing or balancing and occasionally requires sitting, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
