



TOWN OF CLIFTON
EMPLOYMENT OPPORTUNITY TOWN
Code Compliance Officer

"Where the Trail Begins"

Reports To: Town Manager

Job Status: Regular, Full Time

Opening Date: July 30, 2026

FLSA: Non-Exempt

Closing Date: Open Until Filled

Salary Range: \$40,000 - \$50,000 DOE

JOB DESCRIPTION

The Code Compliance Officer is responsible for promoting and maintaining the health, safety, appearance, and quality of life within the Town of Clifton through education, inspection, investigation, and enforcement of the Town's Municipal Code, zoning requirements, adopted building codes, nuisance regulations, and other assigned requirements. The position investigates complaints, conducts proactive inspections, documents violations, issues notices, coordinates permit and zoning reviews, follows cases through compliance or formal enforcement, and maintains accurate records. The position emphasizes voluntary compliance through communication and problem-solving while utilizing formal enforcement procedures when necessary.

ESSENTIAL DUTIES

Code Compliance and Case Management

- Receives and investigates complaints involving property conditions, junk and debris, unsafe or deteriorated structures, zoning, signs, fences, walls, accessory structures, mobile or manufactured homes, recreational vehicles, unauthorized uses, and other assigned municipal-code concerns.
- Conducts proactive field inspections throughout Town jurisdiction; distinguishes Town matters from Police, civil, county, utility, or private-property disputes and routes matters appropriately.
- Creates and maintains case files using the Town's approved digital tools, spreadsheets, photographs, GPS information, notes, correspondence, and calendar follow-up system.
- Documents observations objectively, including dates, times, addresses, parcel or property information, photographs, measurements, statements, contacts, deadlines, and actions taken.
- Prepares and serves courtesy notices, door hangers, notices of violation, compliance letters, administrative correspondence, and other documents authorized by Town policy or code.
- Establishes reasonable compliance deadlines, performs follow-up inspections, records extensions or agreements in writing, and advances unresolved cases through the authorized enforcement process.
- Prepares case summaries, evidence packets, reports, and testimony for administrative hearings, court proceedings, management review, or legal consultation when required.

Building Permits, Inspections, and Construction Coordination

- Assists applicants with building, demolition, electrical, plumbing, mechanical, solar, telecommunications, accessory-structure, and related permit intake in accordance with adopted codes and Town procedures.
- Reviews submitted scopes of work for completeness, identifies permit-required components, requests plans, project valuation, contractor information, and other supporting documents, and coordinates technical review with the Building Official or inspector.
- Applies the Town's adopted building codes and administrative practices when determining whether work is permit-required, permit-exempt, inspection-required, or subject to additional review.
- Schedules or coordinates pre-inspections, required construction inspections, and final inspections; ensures work requiring inspection is not concealed before approval.
- Tracks permit status, expiration dates, written extensions, approved plans, inspection results, and final completion documentation.
- Recognizes structural, electrical, life-safety, excavation, utility, or engineering concerns and refers them to the appropriate qualified official or professional rather than exceeding delegated authority.

Zoning and Land-Use Administration

- Uses the official zoning map and zoning ordinance to identify applicable uses, lot requirements, setbacks, signs, parking, fences, walls, accessory structures, and other development standards.
- Does not guess at zoning classifications, property boundaries, easements, or unreadable setback information; obtains verification from official records, maps, surveys, or authorized staff.
- Coordinates matters involving the HP-1 Historical Preservation Zone, Planning and Zoning Commission, Board of Adjustment, conditional uses, variances, zoning interpretations, and appeals.
- Maintains the administrative record for applications and appeals and forwards complete records to the proper reviewing body when required.
- Identifies right-of-way, highway, utility, floodplain, drainage, or jurisdictional issues that require coordination with Public Works, utilities, Greenlee County, the State, or other agencies.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic municipal-code enforcement principles, due process, evidence preservation, case documentation, progressive compliance, and administrative chain of command.
- Working knowledge of zoning, land use, building permits, construction terminology, property maintenance, nuisance conditions, signs, fences, walls, accessory structures, utilities, and public right-of-way concerns.
- Ability to read and apply ordinances, codes, policies, plans, maps, forms, written procedures, and technical information while recognizing when interpretation must be elevated.
- Ability to inspect properties safely, identify observable violations, take accurate photographs and measurements, and prepare clear written findings.

- Ability to communicate firmly and respectfully, handle criticism, resolve conflict, and maintain neutrality during politically sensitive or disputed matters.
- Ability to maintain confidentiality, preserve public records, and distinguish personal opinions from official Town determinations.
- Ability to work independently in the field while maintaining regular communication with supervisors and other departments.
- Must be able to safely tow, back, position, connect, disconnect, and reasonably maneuver the Town's community trailer in residential areas, alleys, confined spaces, and at the landfill. The employee must be able to judge clearance, trailer swing, roadway conditions, load distribution, and safe placement while operating the assigned tow vehicle and trailer. Prior trailer-towing experience is preferred.

DESIRED EXPERIENCE AND EDUCATION QUALIFICATIONS

- High school diploma or GED equivalent.
- One year of progressively responsible experience involving code enforcement, inspections, construction, building maintenance, planning or zoning, public safety, municipal operations, customer service, investigations, or a closely related field.
- Valid Arizona driver license, and an acceptable driving record.
- Ability to pass any background investigation, motor-vehicle-record review, drug screening, or other pre-employment requirements established by the Town.
- Ability to use computers, mobile devices, cameras, email, word-processing software, spreadsheets, mapping or GPS tools, and web-based case-management systems.
- Training or certification in code enforcement, zoning, property maintenance, building inspection, plan review, or an International Code Council discipline- Preferred
- Any equivalent combination of education and experience sufficient to perform the essential functions.

TO APPLY

Visit our website @ www.cliftonaz.gov to submit Town employment application and resume

An Equal Opportunity Employer

In accordance with the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Town of Clifton does not discriminate on the basis of disability in the admission or access to treatment, or employment in its programs, activities, or services.

Phone: 928-865-9146 Web: www.cliftonaz.gov
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