



CLASS TITLE | CODE OFFICER I
PAY GRADE: OT-17 | www.cityoftulsa.org/pay

Effective Date: 07/15/2026

CLASS CODE: 3638

PURPOSE OF THE CLASSIFICATION: Under general supervision, investigates complaints to determine legitimacy and compliance with applicable codes and ordinances; conducts various residential and commercial inspections to ensure compliance with State law and municipal regulations; and performs other related duties as assigned

ESSENTIAL TASKS:

- Conduct routine inspections of residential, commercial, and vacant properties for compliance
- Investigate citizen complaints involving property maintenance, zoning, nuisance violations, abandoned vehicles, weeds, trash, signs and other code-related issues
- Explain municipal codes, policies, and compliance requirements to internal and external customers
- Document inspections through detailed notes, photographs, reports, and case management software
- Maintain accurate records and detailed notes
- Issue notices of violation, warning letters, citations, and various enforcements documents established by operating procedures, as requested by management
- Monitor compliance deadlines and assist with follow-up inspections
- Provide education and general guidance to property owners
- Triage cases for advancement through the Code Enforcement Workflow and processes
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and,**
- (b) Three (3) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Basic knowledge and ability to interpret and apply municipal codes, city ordinances, and related regulations to assess compliance and identify violations

Ability to:

- Work independently
- Make decisions recognizing precedents and practices



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- Deal with internal and external customers during difficult negotiations and discussions
- Communicate effectively and compose clear, concise and accurate reports
- Discuss the application of City ordinances to external customers
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Skills:

- Strong verbal and written communication skills

Physical Requirements:

Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; handling, carrying, pushing, and pulling up to 50 pounds; may be subject to extended periods of walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors; requires some traveling to various locations for inspections; and may be exposed to unsafe buildings, sickness, insects, rodents, raw sewage, noxious plants, and animal bites.

EEO Code: N-03

Group: Engineering, Planning, and Technical

Series: Inspection