



CLASS TITLE | CODE OFFICER II

PAY GRADE: OT-18 | www.cityoftulsa.org/pay

Effective Date: 07/15/2026

CLASS CODE: 3639

****THIS CLASSIFICATION INCLUDES A PAY INCREASE OPPORTUNITY - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled inspections and investigations in securing compliance with State law and the City's nuisance, property maintenance and zoning code related to building, signage, environmental regulations, land development, construction repair and refurbishment, and demolition of structures; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Analyzes and investigates on-site health and safety or code violations on private property
- Conducts detailed legal research including but not limited to land records, financial records land use history, and utilities of property owners and interested parties
- Documents findings through reports and photographs
- Develops and completes lawful nuisance, zoning and property maintenance notices of violations
- Counsels, mediates, educates, and directs external customers
- Implements enforcement to cause compliance
- Coordinates with City, County, State, Federal and private parties on issues related to public safety and the welfare of external customers
- Performs lead-based paint inspections and risk assessments to determine whether hazards exist (some positions)
- 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 Certificate (GED); **and,**
- (b) Five (5) years of experience relevant to the essential tasks in the job description.

PAY INCREASE OPPORTUNITY

Employee will be eligible for a one (1) step increase upon completion of thirty (30) accredited college hours **and** one (1) year of employment in the position.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of City ordinances related to zoning, land use, existing structures and nuisances, or construction refurbishment and remodeling
- Good knowledge of property maintenance methods and principles, construction materials and methods and safety precautions

Ability to:

- Make decisions recognizing precedents and practices
- Present ideas effectively to groups and individuals
- 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 and groups
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Physical Requirements:

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

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license
- b) Obtain Oklahoma Code Enforcement Association (OCEA) certification within one (1) year of hire date
- c) Obtain lead-based paint risk assessor certification within one (1) year of hire date (*some positions*)



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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