



CLASS TITLE | CODE OFFICER III

PAY GRADE: OT-19 | www.cityoftulsa.org/pay

Effective Date: 07/15/2026

CLASS CODE: 3640

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

ESSENTIAL TASKS:

- Prepares, submits, and reviews various documents and other written and electronic communication
- Documents findings through report and photographs
- Conducts detailed and complex investigations involving nuisance, zoning and demolition issues
- Provides insight and direction to staff in regard to difficult cases and problematic issues
- Coordinates and assigns caseloads to staff
- Reviews nuisance and demolition cases for sufficiency, prepares contractor work orders and completes cost estimates for physical abatement.
- Mediates complex nuisance and zoning complaints to completion
- Counsels and directs concerned citizens, citizen groups, contractors, property owners and others as needed
- 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 or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with an associate's degree or sixty (60) college credit hours; **and,**
- (b) Four (4) years of experience relevant to the essential tasks in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- City ordinances relating to zoning, land use, existing structure and nuisances, or construction refurbishment and remodeling
- Construction materials, methods, and safety precautions



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Ability to:

- Make decisions recognizing precedents and practices
- Conduct and instruct others in performing inspections/investigations
- Present ideas effectively to groups and individuals
- Deal with people in difficult negotiations and discussions
- Write clear, concise, and accurate reports
- Discuss the application of City ordinances to citizens and citizen groups
- Understand and influence the behavior of others within the organization, customers, or the public 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, benching, 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) within one (1) year of hire date
- c) Obtain Lead-based paint risk assessor certification within one (1) year of hire date (*some positions*)

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