



RECREATION CENTER OF SUN CITY WEST, INC. INTERNAL/EXTERNAL JOB VACANCY

ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE NOTIFIED

DATE: FEBRUARY 16, 2024

POSITION TITLE: CC&R INSPECTOR – FULL-TIME w/BENEFITS

LOCATION: CC&R

POSITION SUMMARY

Responsible for overseeing architecture and environmental control policies and regulations as they relate to the Recreation Centers of Sun City West (RCSCW) Association Covenants, Conditions and Restrictions (CC&R's) and its residents and property owners. Monitor and enforce a variety of applicable regulations related to land use, health and safety, blight, and other matters of concern to association members.

ESSENTIAL DUTIES AND RESPONSIBILITIES (This list is not intended to detail all aspects of the assigned work but is representative of the job's overall responsibilities.)

- Serve as a resource and provide information on RCSCW regulations to property owners, residents, and committees.
- Enforce compliance with RCSCW regulations.
- Receive and respond to member complaints and violations of RCSCW CC&R's.
- Patrol assigned areas in vehicle and conduct field investigations; inspect properties for violations.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions.
- Monitor issues thru administrative procedures and verify and document all actions and correspondence in a database.
- Prepare a variety of daily, weekly, and monthly written reports, memos, and correspondence related to various department heads and enforcement activities including drawn diagrams/illustrations and photographs. Attend meetings to present reports.
- Accurately track and record complaints, inspection sites, and effective code enforcement in systems and provide data and/or trend analysis.
- Identify and document noncompliance issues, which may require using a vehicle, taking pictures and measuring landscape features and walls.
- Prepare and submit articles for publications.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arizona driver's license and provide 39-month clean driving record for insurance purposes.

SUPERVISORY REPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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EDUCATION and/or EXPERIENCE

Sufficient Training and education to demonstrate possession of required knowledge, skills and qualifications are required.

- High school diploma or general education degree (GED) required; a minimum of twelve months related experience required; or an equivalent combination of education and experience.
- 1+ years of experience in public-facing customer service, handling escalated concerns.
- Demonstrate proficiency in Microsoft Office Suite, specifically Word and Excel required.
- Experience in compliance or code enforcement, inspection, and/or investigation is highly preferred.
- Must have demonstrated proficiency in accurately documenting and record keeping principles.

PHYSICAL DEMANDS and MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work is conducted in a dynamic, fast-paced office and indoor settings with moderate to loud levels noise.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, stoop, kneel, crouch, crawl, climb, balance, use hands to finger, handle, grasp, pull, push, or feel; reach with hands and arms above shoulders and talk or hear and an ability to taste and smell. The employee will be sitting or standing for extended periods of time.

The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move more than 20 pounds.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects and tools to include computers and office equipment. Vision abilities include close vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment can be moderate or louder depending on the venue.

Work is expected to be performed from both an office setting indoors and outdoors.

Must have the ability to perform the essential job duties with or without reasonable accommodation.

PAY RATE: \$15.00/Hourly

EOE

DEPT CODE: 6610

APPLY: All applications must be made online: employment.suncitywest.com. The Human Resources Office is open Mon-Fri 8a to 3p, 19803 R. H. Johnson Blvd., Sun City West, AZ 85375