

Title: Sign Enforcement Officer
PG: 42
Status: Civil Service
Position Reports to: Code Enforcement Division Manager
Department: Community Development

Class Code: 3108
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible inspection work enforcing compliance with the City's codes and ordinances pertaining to signage and newsracks. Work involves inspecting and investigating sign code and newsrack violations and complaints, and includes gathering, evaluating and interpreting information with the ability to prepare and present cases to the Code Enforcement Board or in court. Work is performed with considerable latitude for independent action within established codes, regulations, and technical guidelines, and is reviewed by administrative superiors through performance reviews.

ESSENTIAL FUNCTIONS

1. Investigates reported and observed violations of the City's codes and ordinances pertaining to signage and newsracks.
2. Notifies violators of code requirements, and makes reasonable efforts to obtain compliance through negotiation.
3. Issues citations and re-inspects premises after the allotted time to verify compliance.
4. Initiates and testifies in Code Enforcement Board and court hearings.
5. Removes illegally placed signs from public rights-of-way.
6. Interprets and explains the sign code and newsrack regulations to the general public, property owners, businesses, builders, contractors, and other interested parties.
7. Prepares and maintains necessary records and reports.

ADDITIONAL RESPONSIBILITIES

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES

1. Thorough knowledge of municipal codes and ordinances pertaining to signage, land development, and zoning.
2. Knowledge of investigative procedures and ability to compile facts in a logical progression for presentation to the Code Enforcement Board or in court.
3. Ability to use good judgment and tact in securing the cooperation and compliance of property owners, tenants, and the general public.
4. Ability to establish and maintain effective relationships with other employees, property owners, business people, contractors, and the general public.
5. Ability to enforce applicable ordinances and codes with firmness, tact and impartiality.
6. Ability to read, understand and explain maps, aerials, plats, plans and other technical drawings.
7. Ability to follow oral and written instructions, and to prepare and submit clear, concise and accurate reports.
8. Skill in operating computers, digital cameras, and two-way radios.
9. Ability to prioritize work to meet time constraints.

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WORKING ENVIRONMENT/CONDITIONS

Requires manual labor work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks occasional exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, and vehicular traffic.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception and good manual dexterity.

QUALIFICATIONS (EDUCATION, TRAINING & EXPERIENCE)

1. High school diploma or its equivalent.
2. Three (3) years of responsible experience in building inspection, housing inspection, environmental inspection, planning or zoning, building construction or contracting, civil engineering, or law enforcement.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must possess or acquire within twelve (12) months of the date of employment, Level I code enforcement certification from the Florida Association of Code Enforcement, Inc. (F.A.C.E.) and certification as a Zoning Inspector by the International Code Council (ICC).
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.