

**Title:** Lead Code Enforcement Officer  
**PG:** 45  
**Status:** Civil Service  
**Position Reports to:** Director of Community Development  
**Department:** Community Development

**Class Code:** 3812  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is supervisory, professional, technical and participatory inspection and enforcement work in securing and maintaining compliance with municipal codes and ordinances. Responsibilities include planning, organizing and supervising a coordinated citywide inspection program and includes the responsibility for assigning, scheduling, supervising, advising and reviewing the work of subordinate inspectors. The employee conducts investigations in response to complaints or observed violations, presents cases to the Code Enforcement Board or County Judge, and follows through to compliance. Work requires extensive coordination with other governmental agencies and public contacts. Work is performed with considerable independence under the general direction of the Chief Code Enforcement Officer and is reviewed through written reports, performance reviews, and conferences for adherence to established policies, laws, regulations and Division rules.

**ESSENTIAL FUNCTIONS:**

1. Assigns, supervises and participates in an inspection program of all properties to determine whether they are in conformance with the City's ordinances and codes.
2. Evaluates the efficiency and effectiveness of field operations.
3. Investigates reported and observed violations of the City's codes and ordinances. May issue citations present testimony before the Code Enforcement Board or County Judge.
4. Renders interpretations of codes, ordinances and regulations to subordinates and conducts secondary inspections of problem areas to render inspection decisions.
5. Provides on-the-job training and orientation for new employees.
6. Routinely inspects and approves lot cleaning and mowing work performed by outside contractors on city owned lots.
7. Performs preliminary review of all demolition sites and case files to determine compliance with established procedures.
8. Maintains and prepares necessary reports and records.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of municipal codes and ordinances pertaining to zoning, housing, environmental, junk vehicles, derelict properties, parking of trailers and recreational vehicles, animals, health hazards, minimum maintenance of buildings, and occupational licensing.
2. Thorough knowledge of Chapter 162, Florida Statutes.
3. Knowledge of investigative procedures and ability to compile facts in a logical progression for presentation to the Code Enforcement Board or court.
4. Knowledge of supervisory and training techniques and ability to provide direction and training to subordinate staff.
5. Ability to use good judgment and tact in securing the cooperation and compliance of property owners, tenants and the general public.
6. Ability to enforce applicable ordinances and codes with firmness, tact and impartiality.
7. Ability to read, understand and explain maps, aerials, plats, plans and other technical drawings.
8. Ability to communicate orally and in writing, clearly and concisely, in an easily understood manner.
9. Ability to establish and maintain effective relationships with co-workers, other City employees, governmental agencies and the general public.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires manual labor work that involves working or standing some of the time, exerting up to 35 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to heights, dusts and pollen.

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

**QUALIFICATIONS, EDUCATION, TRAINING, AND 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. Three (3) years experience as a code enforcement officer with a municipality or county agency.
4. 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. Certification as a Housing Rehabilitation Inspector by the Southern Building Code Congress International
2. Certification in Levels I, II and III by the Florida Association of Code Enforcement.
3. Possession of valid State of Florida driver's license.
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.

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