

Title: Code Enforcement Officer

PG: 42

Status: Civil Service

Position Reports to: Code Enforcement Division Manager

Department: Community Development

Class Code: 3016

Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible inspection work in enforcing compliance with City codes and ordinances pertaining to portions of the land development regulations, housing, environmental code, junk vehicles, derelict properties and the parking of trailers and recreational vehicles. Work involves inspecting and investigating code violations and complaints. Includes gathering, evaluating and interpreting information with the ability to prepare and present cases to the Code Enforcement Board, if necessary. An employee in this position works independently, making routine decisions within established codes, regulations and technical guidelines, but disputed or exceptionally different cases may be referred to a superior for assistance. Work is reviewed by the Code Enforcement Division Manager through performance reviews.

ESSENTIAL FUNCTIONS:

1. Investigates reported and observed violations of the City's ordinances and codes pertaining to zoning, housing, environment, junk vehicles, derelict properties and trailer/recreational vehicle parking.
2. Notifies code violators of code requirements and makes an effort to obtain compliance through negotiation.
3. Issues citations and re-inspects premises after the allotted time to see if the violation has been corrected.
4. Refers non-compliance cases to the Code Enforcement Board for action. Presents testimony before the Code Enforcement Board.
5. Interprets and explains the assigned ordinances and codes to the general public, property owners, businesses, builders, contractors and other interested parties.
6. Prepares and maintains necessary reports and records.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of municipal codes and ordinances pertaining to zoning, housing, environment, junk vehicles, derelict properties and parking of trailers and recreational vehicles.
2. Knowledge of investigative procedures and ability to compile facts in a logical progression for presentation to the Code Enforcement Board or a 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 enforce applicable ordinances and codes with firmness, tact and impartiality.
5. Ability to read, understand and explain maps, aerials, plats, plans and other technical drawings.
6. Ability to communicate orally and in writing clearly and concisely in an easily understood manner.

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.

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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. 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 Property Maintenance and Housing 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.