



JOB TITLE:	CODE COMPLIANCE OFFICER Class #5002	PAY GRADE:	5 \$51,500-\$77,250
DEPARTMENT:	DEVELOPMENT SERVICES	ROLE & LEVEL:	T4
REPORTS TO:	ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES -CODE COMPLIANCE	FLSA STATUS:	Non-Exempt

JOB SUMMARY:

Performs inspection and enforcement work in securing compliance with laws, regulations and ordinances governing land use, property maintenance, abandoned and uninhabitable properties, signs, seawalls, storm water, zoning, landscaping, and related environmental issues. Maintains current knowledge of municipal and State legislation. Employee functions in high public visibility, and has considerable interaction with property owners, residents, businesses, the public, and other Town departments and divisions. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Employees may receive advice or assistance from a supervisor concerning unusual or difficult inspections; however, most field work is performed independently and requires knowledge of applicable regulations.

EXAMPLES OF WORK PERFORMED:

The essential functions listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

- Conducts reactive (complaints) and proactive (self-initiated) field and water way inspections of residential, commercial and vacant parcels
- Enforces and reviews state, municipal, zoning, waterways, business tax, building laws and regulations
- Prepares, organizes, and maintains case files to present cases and testifies at quasi-judicial hearings
- Researches information regarding policies, laws, regulations, business tax receipts, environmental, landscaping, permits and building and zoning requirements to maintain current knowledge of new State and Municipal legislation
- Researches ownership of various residential, commercial, industrial, and vacant properties within the Town
- Provides code compliance information to address client issues and educate concerned parties

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- Attends, Town Commission, homeowner, civic association, and other meetings as required
- Posts and mails hearing and violation notices
- Compiles and prepare written reports on investigations, maintains all inspection results, prepare correspondence and notices of violations in a computerized case management system
- Identifies structures and/or properties that may be unsafe and initiates the appropriate follow-up action with the Town's Building Official
- Attends various department and public meetings, and provides oral presentations to various local and civic groups and organizations
- May be required to flex their work schedule, work nights, weekends, and holidays, as necessary to perform assigned responsibilities

SUPERVISION:

- None

QUALIFICATIONS: FOR CODE COMPLIANCE OFFICER

MINIMUM QUALIFICATIONS:

- High school diploma or GED; supplemented by two (2) years of experience dealing with the public in any of the following type of work; code enforcement, planning, building inspection or construction or other closely related field or an equivalent combination of education, certification, training, and/or experience.
- NOTE: Code Compliance officers must possess/obtain Florida Association of Code Enforcement (F.A.C.E.) Certification (Fundamentals of Code Enforcement within one year of hire date and maintain this certification during their employment with the Town in this classification).
- Possess, or be able to obtain, a valid State of Florida Driver License with an acceptable driving record and maintain an acceptable driving record while employed
- FEMA/NIMS classes will be required according to your job duties and responsibilities.

PREFERRED QUALIFICATIONS:

- Possess Florida Association of Code Enforcement (F.A.C.E.) Certification (Fundamentals of Code Enforcement, Administrative Aspects of Code Enforcement, Legal Issues in Code Enforcement; Officer Safety and Field Applications OR equivalent (i.e. American Association of Code Enforcement, Careers in Code Enforcement, Relevant State Association of Code Enforcement),
- Certified as a Florida Notary Public

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In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public relations and customer service principles, including the handling of upset and distressed people and the ability to graciously assist members of the public under stressful conditions
- Knowledge of principles and practices employed in municipal or state code enforcement compliance
- Knowledge of basic inspection and investigation techniques to properly conduct inspections of properties for violations and documentation
- Knowledge of Town Ordinances, Unified Development Code, applicable state and federal codes, regulations, and guidelines related to code compliance
- Knowledge of principles and practices of report preparation and records maintenance
- Knowledge of clerical procedures and systems such as word processing, managing files and records and other related office procedures
- Skill in communication via verbal, written, and/or face to face interactions
- Skill in organizing case files including written reports, photographs, and timelines
- Skill in use of computers including Microsoft Office Suite, internet browser and computerized case management system
- Ability to interpret and apply ordinances, state laws, code books, environmental regulations, procedural manuals, policy statement, public safety reports, maps, plat maps, building and/or site plans and court records and the ability know where to access this information
- Ability to create accurate and detailed records and reports, in an organized fashion to include data entry of case notes, photographs, daily and monthly inspection reports admissible for court hearings and trials
- Ability to write appropriate Violation Warning letters, Notice of Violation forms and Customer Service letters
- Ability to apply basic mathematics to perform calculations
- Ability to establish and maintain effective and cooperative working relationships with those contacted during work
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to attend LBTS meetings and hearings outside of standard business hours



PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 50 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and in writing.

Linda Connors
Town Manager

Date

Jhanelle Campbell
Director of Development Services

Date



The job description does not constitute an employment agreement between the Town of Lauderdale-By-The-Sea and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Lauderdale-By-The-Sea is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, this organization provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date