



Code Enforcement Officer 1

Category: Classified
Pay Grade: C21
Job Code: 10182

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs specialized, complaint driven as well as proactive, field and office work investigating and enforcing codes and ordinances dealing with the natural and urban jurisdiction; investigates situations for regulatory violations, verifies compliance or non-compliance, and drafts and delivers fine citations; provides assistance and education to the public on ordinance compliance requirements.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs dispatch responsibilities concerning anonymous complaints and daily complaints;
- Inspects lots and acreage, researches and locates property by legal description, verifies compliance with ordinances, advises owner of non-compliance and correction process, and establishes legal ownership of property;
- Coordinates re-inspection of properties to ensure violation correction;
- Analyzes structural and related components of existing dwellings, investigates complaints, prepares reports, and makes recommendations for the correction or demolition of structures;
- Prepares and delivers fine citations and appears in court as a witness;
- Gathers information from various sources to aid in cost analysis on rehabilitation feasibility of condemned dwellings;
- Investigates and documents potentially illegal noise sources through the use of noise monitoring equipment, advises property owners of potential noise source violations and methods of correcting point source noise, and enforces compliance or non-compliance of the noise ordinance;
- Enforces zoning regulations, identifies regulations violated, notifies owners, and verifies compliance or non-compliance;
- Enforces lot clearing ordinances, locates overgrown or debris-ridden lots, estimates amount of trash, calculates square footage to be mowed, documents findings, and coordinates with owners or private contractors hired by the County to clear land;
- Investigates illegal dumping and the accumulation of trash, used materials, abandoned or inoperative vehicles, and discarded appliances;
- Provides technical assistance and information regarding code violation problems, prepares daily inspection reports, and recommends appropriate actions to be taken;
- Assists in the training of new officers;
- Attends community events, meetings, or commission hearings;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of experience in regulatory compliance and enforcement, law enforcement, or a related field; or a Bachelor's degree with course work in law enforcement, criminal justice, natural sciences, public administration, or a related field and one (1) year of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Ability to apply computer applications and software;
- Ability to use or repair small and medium equipment and machinery;
- Ability to acquire working knowledge of related codes, ordinances, and procedures;
- Ability to conduct field inspections, determine facts through investigation, and read legal descriptions, maps, and construction drawings;
- Ability to effectively communicate and interact with the general public and enforce regulations firmly, tactfully, and impartially.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.