



Code Enforcement Officer 2

Category: Classified
Pay Grade: C23
Job Code: 10184

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 proactive field and/or office work investigating and enforcing codes and ordinances dealing with the natural and urban jurisdiction; serves as a lead Code Enforcement Officer performing duties dealing with complex projects within assigned areas and with independent follow-up on major violation cases; ensures all priority cases are promptly and efficiently pursued to abatement and may coordinate dispatch of clerical staff; may serve as division representative on goal-oriented task teams and at meetings with the public and coordinate enforcement activities with other participating agencies.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists with the planning, assigning, reviewing, and coordination of the daily activities of assigned officers and plans and conducts new hire training;
- Researches and locates property, establishes ownership of property, verifies ordinance compliance, and advises owners of non-compliances and correction process;
- Prepares and serves fine citations and appears in court as a witness;
- Appears and addresses citizen groups such as homeowner associations;
- Investigates and documents illegal noise sources, enforces the noise ordinance, advises property owners of noise source violations, suggests methods of correcting source noise, and verifies compliance or non-compliance;
- 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;
- Coaches, trains, and guides other Code Enforcement Officers on complex inspections and identifies alternate methods to gain compliance;
- Coordinates and reviews documentation of team cases prior to referral to Special Magistrate hearing;
- Removes prohibited signs within public right-of-way;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of field experience in regulatory compliance and enforcement work; or a Bachelor's degree in law enforcement, criminal justice, natural sciences, public administration, or a related field and two (2) years of field 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:

- Knowledge of public codes, ordinances, and procedures;
- Knowledge and skill in effective public relations.
- Ability to use or repair small and medium equipment and machinery;
- Ability to apply computer applications and software;
- Ability to read and interpret building diagrams, plans, and blueprints and recognize deviation from approved plans in the field;
- Ability to supervise the maintenance of records and prepare and submit reports;
- Ability to work effectively with municipal courts, Special Magistrate hearings, agencies, and the public and enforce regulations firmly, tactfully, and impartially;
- Ability to read, interpret, and utilize engineering plans, maps, and photos.

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:

- 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.
- 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.