



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 field and/or office work investigating and enforcing codes and ordinances dealing with the natural and urban jurisdiction; in addition to carrying out all functions of a Code Enforcement Officer 1, a Code Enforcement Officer 2 serves in the capacity of a lead Officer and performs as a technical subject matter expert, conducting complex investigations within assigned regions whereby ensuring all priority cases are promptly and efficiently pursued to abatement; coordinates dispatch of support staff for case follow-up; independently reviews, prepares and prosecutes Special Magistrate eligible cases; assists in the development of magistrate policies, procedures and guidelines; provides support to County and municipal enforcing departments; and 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 supervisors with the planning, assigning, reviewing, and coordination of the daily activities of assigned officers and plans and conducts officer training;
- Prepares clear and precise enforcement reports, citations, letters and other legal documentation;
- Researches and locates property, establishes ownership of property, verifies ordinance compliance, and advises owners of non-compliances and correction process;
- Prepares and serves citations and appears in court as a primary testimonial witness;
- Monitors foreclosure registries and ensures regulatory compliance;
- Identifies dilapidated, foreclosure and demolition eligible structures and homes;
- Assists in the preparation of inspection warrants and other judicial injunctive relief for qualified properties;
- Investigates unlawful noise sources, enforces the noise ordinance, examines methods of correcting source noise, verifies compliance or non-compliance;
- Enforces land use, minimum housing and building regulations, identifies violations, notifies owners, and verifies compliance or non-compliance, and pursues required enforcement and corrective actions;
- 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 procured 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 investigations and identifies alternate methods to gain compliance;
- Performs as the County's primary prosecutor for Code Enforcement Special Magistrate Hearings;
- Coordinates and reviews all Special Magistrate requests;
- Performs all facets of the prosecution process, including but not limited to: exhibit and discovery preparation, witness notification, cross-examination, testifying, presentation of evidence, opening and closing arguments, penalty recommendations and case status follow-ups;

- Provides technical information, guidance and support to County counterparts and other enforcing department's Special Magistrate program's;
- Appears and addresses citizen groups such as homeowner associations and other educational and outreach programs;
- 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.