



## **Code Enforcement Division Manager**

**Category:** Exempt  
**Pay Grade:** E29  
**Job Code:** 10274

*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 advanced administrative and professional work in the management of code investigation and enforcement, with a high level of emphasis given to informing and educating as a means of achieving compliance; acts as a key member of the Development Review Services Department (DRS), with operational oversight of the Code Enforcement Division; plans, organizes, assigns, and supervises a staff engaged in a variety of specialized activities related to urban land development codes, minimum housing codes, nuisance abatement, and the protection of Pinellas County's quality of life; attempts to work out reasonable solutions to problems in the best interest of all concerned, and assist customers in obtaining resources or information to achieve code compliance; supervises professional employees engaged in violation investigations; enforces national, state, and local laws, ordinances, codes, and regulations; promotes understanding of the applicable codes and the administration of all technical aspects of codes enforcement.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Supervises, plans, reviews, and oversees the work of a staff of subordinate Code Enforcement Officers and gives assistance and advice on difficult and unusual problems;
- Responds to complaints of violations of County codes and ordinances and reviews subsequent inspections on complaints, including monitoring the County's "report an issue" portal (powered by SeeClickFix);
- Assures that all codes are enforced and for the interpretation of the ordinances;
- Develops program budgets and standard operating procedures and tracks inventory and property control;
- Establishes procedures to resolve citizen and customer inquiries and concerns and monitors follow-up response by staff;
- Oversees administration of the County's Foreclosure Registry and associated vendor contract;
- Oversees the fine citation process, the implementation of fines to final disposition, and that all procedures are done correctly;
- Ensures the timely completion of Public Information Requests;
- Provides technical advice to the other divisions regarding citations, ordinances, procedures, and interpretations;
- Consults with property owners, general public, governmental, and municipal bodies on interpretation and application of codes and ordinances;
- Conducts staff conferences to discuss policies and procedures, including instruction on all updated information;
- Liaisons with other County departments and state and federal agencies on mutual problems and may appear as an expert witness in court cases;
- Oversees case management through the Local Ordinance Violation Court and/or Special Magistrate;
- Monitors investigations and resolves various issues and complaints;
- Directs, conducts, and coordinates specialized studies and prepares reports and correspondence;
- Prepares and submits reports and is responsible for inventory control and budgetary projections of the division;
- Recommends the hiring, promoting, and disciplining of division personnel and completes performance evaluations;

- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Eight (8) years of professional experience in leadership development, program/project management, land use planning, Code Enforcement operations/activities that include two (2) years of supervisor and manager experience; or an Associate's degree with major coursework in public or business administration, geography, city and regional planning, criminal justice, political science, or a related field and six (6) years of experience as described above; or a Bachelor's degree and four (4) years 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 (FACE) and/or Code Enforcement Professional (CEP).
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of principles and procedures of sound public land management programs, and Pinellas County Codes and Ordinances;
- Knowledge of the methods and techniques relevant to application of federal, state, and local laws, ordinances, and policies;
- Knowledge of principles and practices of professional management, personnel administration, program development, and goal setting, to direct an effective code enforcement program;
- Knowledge of aerial photography, geographic information systems, site plans, surveys, and other related documents.
- Skill to act independently to achieve and execute the goals of the codes and enforcement;
- Skill in public speaking and ability to make effective presentations to a variety of audiences.
- Ability to apply computer applications and software;
- Ability to effectively communicate orally and in writing and to prepare comprehensive technical reports;
- Ability to evaluate and implement process improvements;
- Ability to enforce ordinances firmly, tactfully, and impartially;
- Ability to supervise records management;
- Ability to establish and maintain effective working relationships with fellow employees, county, municipal, and state agencies, and the general public;
- Ability to plan, assign, supervise, and review the work of a staff engaged in codes and inspection in a manner conducive to full performance and high morale;
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.

### **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.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- 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.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- 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 recording 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.
- 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.
- 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.
- 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.