

**MAJOR FUNCTION**

This is a specialized technical, investigative and administrative coordination role supporting the Code Enforcement and Community Resilience functions of the City. The employee will coordinate inspections of single/family multiple dwellings and other structures and properties to ascertain compliance with, and enforcement of municipal housing and other related codes and ordinances. Work is directed by the Chief Resilience Officer, with general supervision from the Code Enforcement Supervisor and is expected to exercise independent judgement, discretion, tact, patience, self-control under difficult circumstances, and initiative in carrying out the daily operations of the department with efficiency and effectiveness. Performance is reviewed through conferences, oral and written reports and achievement of results obtained.

**ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Assists in coordinating tasks and distribution of resources for code board, code magistrate, and other enforcement and community resilience activities; may conduct on-site inspections, ensures that procedures are followed; reports problems to the Supervisor and/or Director and assists in tactical and strategic planning for the work unit. May assist in training of staff in program procedures, state laws, local ordinances, and Florida Administrative Code mandates. The coordinator may also provide verbal and written information to citizens regarding code enforcement procedures, related laws and complaint resolution. Assists in the development and implementation of new programs and concepts designed to improve field programs and code compliance. Provides direct contact to property owners or renters regarding violations in relations to health, safety, and aesthetic concerns. Inspects single/multiple family dwellings and other structures and properties for compliance with municipal codes, ordinances, and regulations based upon complaints received and/or special geographic targeting of areas within the City. Assists Chief Resilience Officer with initiatives for sustainability and community resilience as needed.

**Other Important Duties**

Attends Neighborhood and Crime Watch meetings to discuss the code enforcement, sustainability, community resilience programs, and assist with inspection efforts and address question or concerns regarding the code enforcement process and specific situations. Coordinates volunteer program activities associated with special projects, beautification projects, neighborhood clean-up projects and rehabilitation/retrofit programs. Conducts independent research to keep abreast of advancement in field. Provides supplemental staffing for emergency response, include post disaster damage assessments. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of appropriate City codes and ordinances. Thorough knowledge of all phases of building construction, including a working knowledge of mechanical, plumbing and electricity. Considerable knowledge of the City's geography. Considerable knowledge of modern office procedures, practices and equipment. Thorough knowledge of municipal housing codes, laws, rules and regulations, work requiring permits and stormwater and sedimentation control management. Ability to plan, organize and maintain a workflow consistent with work demands. Considerable ability to comprehend, interpret and technically apply City codes and ordinances. Ability to recognize and define structural, safety, health, fire and other living hazards in permanent and temporary dwellings. Ability to communicate effectively, clearly and concisely, both orally and in writing. Ability to work effectively under stress. Ability to exercise considerable judgment in making decisions in accordance with laws, rules, policies, and procedures. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to use good judgment and tact in contacting and

securing the cooperation and compliance of property owners, contractors, the public, and tenants. Ability to enforce ordinances and other regulations with firmness, tact and impartiality. Ability to use a microcomputer and associated programs and applications necessary for successful job performance. Considerable knowledge of approved principles and practices of code enforcement work and building codes. Considerable knowledge of laws and ordinances governing code enforcement programs and contractor licensing. Familiarity with modern activity-project coordination techniques. Knowledge of court procedures, enforcement practices, and the ability to relate this knowledge to others. Knowledge of the safe and efficient use of assigned equipment. Knowledge of business English, spelling and arithmetic. Ability to coordinate the work of others in a manner conducive to full performance and high morale.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, building construction, criminal justice, engineering, real estate development, one of the social sciences or a related field and two years of technical, staff or administrative experience in the building or housing construction industry, code enforcement, building or housing inspection or sediment and erosion control; or Possession of a high school diploma or an equivalent recognized certificate and six years of skilled craft or technical experience in the building or housing construction industry, code enforcement, building or housing inspection area, or sediment and erosion control; or an equivalent combination of training and experience.

Necessary Special Requirements

Within 18 months of employment, must obtain certification as an International Property Maintenance Housing Inspector for residential units from the International Code Council, complete Level One of the Florida Association of Code Enforcement's (FACE) training program, and complete the Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector training and certification program.

Must possess a valid Class E State driver's license at the time of employment.

Established: 03-10-15

Revised: 08-09-16

02-17-18

01-05-19