

MAJOR FUNCTION

This is specialized field work involving advanced technical, investigative and administrative coordination of staff duties in the Code Enforcement Division. 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. This employee will serve as a primary conduit to initiate the City's provision of specialized housing assistance programs, such as emergency home repair, owner occupied and rental rehabilitation, temporary and permanent relocation, as is needed in coordination with the housing development and human services divisions. Work is performed under the general supervision of the Code Enforcement supervisor. 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 enforcement activities in the City through assignment and direction of staff; provides oversight for major departmental program initiatives through conferences with project managers and special team members, and may conduct on-site inspections, ensures that procedures followed; reports problems to the supervisor and assists in tactical and strategic planning for the work unit. Depending on the department's core business practices, 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. Provide direct contact to property owners or renters regarding violations in relations to health, safety, and aesthetic concerns. Inspect 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. Performs related work as required.

Other Important Duties

Attends Neighborhood and Crime Watch meetings to discuss the code enforcement program, 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. Conduct independent research to keep abreast of advancement in field. 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 high school diploma or an equivalent recognized certificate and five 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 one year 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