



CITY OF PAHOKEE

JOB DESCRIPTION

JOB TITLE: Code Enforcement/Compliance Officer

DEPARTMENT: Community Development

REPORTS TO: Community Development Director

SUPERVISES: N/A

JOB SUMMARY:

Under the general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes and regulations related to zoning, land use, nuisance housing, building codes, health and safety, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public and the other City departments and divisions.

ESSENTIAL DUTIES:

- Performs a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, water waste, and other matters of public concern.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at residence or business in order to resolve violation; issue and post warning notices, notices of violation; corrective notices, order to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including

letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.

- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrol assigned area in a City vehicle to identify and evaluate problem areas and/ or ordinance violations; determine proper method to resolve violations.
- Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Performs other duties as assigned and directed by management.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a municipal code compliance program.
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- City services and organizational structure as they relate to code compliance.
- Legal actions applicable to code enforcement compliance.
- Effective public relations practices.
- Principles and procedures of record keeping
- Ability to collect, record, organize and analyze data.
- Ability to prepare/create reports and spreadsheets
- Ability to communicate effectively verbally and in writing.

EDUCATION AND/OR EXPERIENCE:

AA Degree Required

Basic computer literacy qualification

Ability to demonstrate experience of cash handling and attending to the general public

Two years of recent, paid work experience performing customer service duties with a high volume of public contact.

PHYSICAL REQUIREMENTS:

Work is generally performed indoors an office environment dealing with sensitive situations and diverse individuals. Office work involves sitting and using a computer keyboard and screen for long periods of time.

Physical demands include walking, standing, kneeling, reaching, bending and lifting up to 25 pounds. Position involves exposure to a mortuary and outdoor elements when walking through cemetery grounds.

- * Denotes essential functions of the job. City of Pahokee promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.

ACKNOWLEDGEMENT:

I acknowledge that I have read the job description and requirements for the Code Enforcement position and I certify that I possess the requisite qualifications and skills to perform these functions.

Applicant Signature

Date

Witness

***This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified.