

MAJOR FUNCTION

This is a specialized professional role involving advanced technical, investigative and administrative coordination duties in the Code Enforcement division. The employee also provides specialized enforcement, project coordination, and public engagement in collaboration with other City departments and with external stakeholders to proactively address code violations, environmental health, public safety, and community resilience priorities. The employee develops and provides training to and supervises day-to-day field operations associated with the enforcement of City codes and applicable Florida Statutes. Work requires considerable judgement, discretion, and tact and is performed under the direction of the department director. Performance is evaluated based on oral and written reports and observation of results obtained.

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

Supervises code enforcement activities in the City through delegation to staff; checks procedures followed; reports problems to department director and assists in tactical and strategic planning for the work unit. Trains and supervises staff in program procedures, state laws, local ordinances, and Florida Administrative Code mandates. Collaborates with other departments to mitigate and abate code violations, environmental health, public safety, and infrastructure issues. Engages and attends neighborhood and community meetings to discuss code enforcement programs, enlist neighborhood scouts, assist with inspection efforts and address questions or concerns regarding the process and specific situations. Helps coordinate volunteer program activities associated with special projects, beautification projects, neighborhood clean-up projects and rehabilitation/retrofit programs. Provides verbal and written information to citizens regarding code enforcement procedures, related laws and complaint resolution. Evaluates supervised personnel in writing, and makes recommendations for hiring, disciplinary action, and dismissal. Develops and implements new programs and concepts designed to improve the field programs. Trains staff to issue citations in the safest, most effective and efficient manner, and to interpret the City and state codes to the public. Reviews documentation of work performed by subordinates. Ensures proper certification of staff. Provides specialized enforcement and public interaction training to staff in other units of the department as is needed.

Other Important Duties

Reviews recent developments, current literature and other sources of information in order to keep the employee development initiatives current. Serves as team leader for an inter-divisional training advisory group. Works with external consultants in implementing training and organizational development programs and may locate appropriate service providers as necessary and assist with development of training proposals and direct provision of training. Attends meetings and serves on committees and cross-functional teams as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of approved principles and practices of code enforcement and law enforcement work. Considerable knowledge of laws and ordinances governing code enforcement programs. Knowledge of modern supervisory 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 supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to enforce the local code enforcement ordinance and explain regulations to the public with tact, courtesy, firmness and impartiality. Ability to use microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in building construction, criminal justice, engineering, business or public administration, real estate development, one of the social sciences or a related field and three years of technical, staff or administrative experience in code enforcement, building inspection, housing rehabilitation, law enforcement or a construction trade; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

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

Housing and Community Resilience: Within one year of employment, must obtain certification as a Rehabilitation Inspector or Rehabilitation and Preservation Inspector for residential units from the Southern Building Code Congress International, and complete Level One of the Florida Association of Code Enforcement's (FACE) training program.

Growth Management: Within one year of employment, must complete Level One of the Florida Association of Code Enforcement's (FACE) training program.

Established: 06-08-00

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12-10-03*
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