

CODE ENFORCEMENT OFFICER I

MAJOR FUNCTION

This is an entry level position performing specialized work enforcing codes and ordinances related to environmental issues such as junk, unserviceable vehicles, littering; land use and zoning codes, building permit requirements, and unsafe structures.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Inspects and investigates potential violations of County codes which have been reported to determine if a violation has occurred.
- Investigates improperly or illegally discarded materials, which includes handling refuse and refuse containers to obtain evidence.
- Proactively patrols and surveys locations for code violations during the course of duties.
- Researches land ownership records, permitting records and past or current code violations utilizing a computer.
- Prepares notices of violation to be sent to violators after inspection; communicates with alleged violators regarding findings, the process they will be involved in, and the resolution to the violation.
- Prepares a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for case presentation.
- Re-inspects violations for compliance, issues civil citations and Notices to Appear, and prepares reports for the Code Enforcement Board and others.
- Initiates civil proceedings before the Code Enforcement Board or county court.
- Appears in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of civil/criminal infractions of codes, ordinances, and laws.
- Works in conjunction with other departments that are engaged in code compliance tasks (i.e., building codes, ROW permitting, fire codes and county health codes). Maintains communications for establishing coordination with other departments/agencies relevant to code enforcement activities.
- Shall be available for rotating schedules for performing duties on weekends and on-call status for emergencies and priority calls after hours and on holidays.

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- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Cross-training and employee development through certification for other Code Enforcement positions are desirable.
- Maintains cleanliness of assigned vehicle and equipment.
- During natural or manmade disasters, may assist with damage assessment and/or code enforcement during declared emergencies.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High school diploma or general education degree (GED); and two years experience in an environment that has provided some working knowledge of dealing with the public, carrying out written instructions and writing reports or letters of some type; or equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Licenses

Possession of a valid Florida Drivers License.

Certifications

Requires FEMA NIMS IS-700 certification within three months of employment; Florida Association of Code Enforcement Level I certification, or the ability to obtain said certification, within twelve months of assignment; and certification of proficiency in Community Noise Measurement within twelve months of assignment. Must continue education and training to maintain certification. Additional training in disaster management and employee development desirable.

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JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret legal documents and governmental regulations.
- Ability to respond to common inquiries or complaints from the general public, regulatory agencies, or members of the business community.
- Ability to effectively present information to groups of managers, the general public, boards and judges or juries.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent.

Problem Solving Abilities

- Ability to compile, organize and prioritize daily assignments. Work is characterized by considerable independence, and responsibility to exercise initiative and carry all assignments through to completion.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

Specialized Skills and Abilities

- Knowledge of Marion County codes and ordinances, and policies related to code enforcement.
- Knowledge of regulatory enforcement and investigative techniques, case preparation and rules of civil/criminal procedures.
- Knowledge of Marion County roads and subdivision locations.

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- Ability to maintain effective working relationships with other employees, departments, public officials, community groups, and members of the general public.
- Possession of a high degree of accuracy and ability to write legibly.
- Ability to use good judgment in seeking compliance and to deal with the general public in adverse situations, exercising a high degree of tact, diplomacy and persuasion.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to operate a telephone, fax and copy machines and other general office equipment, two-way radio, mobile phone, bite stick, computer, digital cameras, and measuring wheel, as well as drive a County vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear, smell, and lift up to fifty pounds; and will occasionally be required to lift one hundred pounds or more. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and explosives; will regularly be required to be exposed to vibration; and will regularly be exposed to moving mechanical parts and all types of outdoor weather conditions for long periods of time. The noise level will be moderate.

Established: 10/99

Pay Grade: 7

Job Description Number: 4016

Category: 4

Status: NE

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