

CODE ENFORCEMENT OFFICER IV

MAJOR FUNCTION

This is a position performing specialized work enforcing codes and ordinances related to environmental issues such as noise, junk, unserviceable vehicles, and littering; other county codes including tobacco, bingo and open burning; land use and zoning codes; and 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.
- Conducts technical tests and evaluations related to noise complaints and maintains test equipment.
- 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, drainage, storm water and clean water projects, fire codes and county health codes). Maintains communications for establishing coordination with other departments/agencies relevant to code enforcement activities.

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- Conducts public speaking engagements for civic groups, homeowner associations, and other groups on issues related to code enforcement policies, procedures, codes, and ordinances.
- Shall be available for rotating schedules for performing duties on weekends and on-call status for priority calls after hours and on holidays.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Employee/leadership development training is 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

Functions as a lead worker for a small group of employees (one to five). May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High school diploma or general education degree (GED), some college level course work or training in supervisory skills and public relations, and must evidence a minimum of four years practical experience in the field enforcing environmental and/or land use codes, ordinances or regulations.

Licenses

Possession of a valid Florida Drivers License.

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Certifications

Requires Florida Association of Code Enforcement Level I, II, III, and CEP certifications, certification in Community Noise Measurement, and FEMA NIMS IS-700 certification. Must continue education and training to maintain certifications. Additional training in disaster management and employee/leadership development desirable.

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.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to respond effectively to highly sensitive inquiries or complaints.

Mathematical Skills

- Ability to apply concepts of basic algebra and geometry.
- Ability to apply fractions, percentages, ratios, and proportions to practical situations.

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

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- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods as essential tasks.

Specialized Skills and Abilities

- Functions independently as an expert in matters of specialized code, rules, and policy with thorough knowledge of Marion County codes, ordinances, policies related to code enforcement and rules of civil/criminal procedures.
- Thorough knowledge of case preparation and reporting procedures pertinent to the judicial and quasi-judicial process.
- Thorough knowledge of Marion County roads and subdivision locations.
- Possession of a high degree of accuracy and ability to write legibly.
- Ability to maintain effective working relationships with other employees, departments, public officials, community groups, and members of the general public.
- Knowledge of department emergency disaster assistance relief plan.
- Ability to remain calm in stressful situations.
- Ability to provide a positive example for co-workers regarding work ethic, attitude, professional ethics, interpersonal interactions, and mutual respect.
- 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 camera, 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,

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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.

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Pay Grade: 13	Status: NE
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