



POSITION	Code Compliance Officer	REPORTS TO	Village Manager & CD Director
DEPARTMENT	Community Development Department	EXEMPT	Non-Exempt
EFFECTIVE DATE	08/27/2021	REVISED DATE	03/07/2024

## DESCRIPTION

### CODE COMPLIANCE OFFICER

#### SUMMARY

This professional will strive toward consistent and fair application of Village codes and ordinances, and other applicable ordinances or rules; serve to educate and gain voluntary code compliance; however; they will initiate enforcement procedures when warranted, thus protecting and enhancing property values and improving the Village's attractiveness; and, apply expertise and talents interpreting zoning, building, and other codes and rules while practicing outstanding communication and courteous customer service.

The position is jointly supervised by the Village Manager and the Community Development Director. Performance is evaluated by observing results obtained and adherence to policies and procedures, work in progress, written reports, and management of diverse and fast-paced, dynamic tasks and priorities.

#### ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position:

- Depending on the division of labor among staff, this position may be called upon to inspect or observe conditions of construction and architecture, landscaping or hardscaping, fences, utilities, and other features of the built environment, stormwater, or preservation/mitigation areas; however, duties are distinctly different than building inspectors.
- Duties may involve inspecting/observing all types and intensity of land uses, from recreational, preservation, residential, commercial, and industrial.
- Maintain databases for tracking information for reporting purposes.
- May be required to supervise subcontractors for various professional services or vendor contracts.
- May contribute to preparing annual budget requests for resources such as equipment or staff/contractors.
- May be required to participate in task force operations with law enforcement officers.
- Notifies supervisor or Building Official of possible zoning or permitting issues.
- May assist with licensing and permitting duties and perform other related duties as required.
- The position is considered essential and may be required to report to work before, during, and immediately after an emergency.



## MINIMUM QUALIFICATIONS

### Education, Training and Experience Guidelines:

Preferred candidates will have a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work.

Education: High school diploma or equivalent; college coursework or an Associate Degree in a related field are preferred. Familiarity with the codes of the International Code Council (ICC) is highly preferred.

Experience: Two (2) years of experience in construction, landscape design and/or installation and maintenance, building inspection or estimating, zoning code drafting and/or interpretation. Previous local government experience is highly preferred.

Licensure, Certification, Registration, or Special Skills: Possession of a valid Florida driver's license and a safe driving record. Bilingualism in the Spanish language is preferred, but not required. Must be able to obtain Level I certification or Fundamentals of Code Enforcement from the Florida Association of Code Enforcement within one (1) year.

Special Driving Requirements: Must not have lost any driving privileges by reason of revocation, suspension, or denial of license, or have been convicted and/or had an adjudication withheld of three (3) or more moving violations. Must not have had more than one (1) DUI (Driving Under the Influence-conviction or adjudication withheld- in Florida or any other state within the past ten (10) years.

Validation and Background: Applicants certify the complete accuracy of all information provided, are subject to background checks, proof of educational degree(s), certification(s), and may be asked for professional references.

### Knowledge of:

- Familiarity with municipal government structure, operations, and protocol; familiarity with grants to assist owners in bringing properties into compliance is preferred.
- Photography skills that document property and built structures conditions with orientation and reference points.
- Computer software applications for report writing, including graphics, photos and mapping, word processing, database management, and spreadsheet applications.
- Methods and techniques of providing quality customer service to Village Staff, members of the public and the business community.
- Use of tact, initiative, prudence, and independent judgment within general policies and legal guidelines in sensitive situations.
- Coordinate activities with other City departments, divisions, and external agencies.
- Organize work, coordinate projects, set priorities, meet critical time deadlines and follow-up on assignments with a minimum of direction.



- Establish and maintain effective working relationships with colleagues and others contacted in the course of work.

#### WORKING ENVIRONMENT

- Work is performed primarily in an outdoor environment (site visits using visual inspection and tools such as tape measures or survey instruments).
- Requires travel to various locations in or near the Village.
- Code Compliance Officers must document all of their findings with both photographs and written reports; therefore, Code Compliance Officers generally use a laptop computer on site.
- Some work performed in an indoor environment (report writing on computer). May encounter angry or upset citizens.

#### PHYSICAL AND MENTAL DEMANDS

##### Emotional/Psychological:

- Frequent decision-making and multi-tasking required; occasional to frequent working alone; and occasional to frequent contact with the public and elected officials, sometimes encountering angry or upset patrons or citizens.

##### Mobility:

- Frequent standing, sitting, or walking for extended periods; occasional driving; occasional pushing, pulling, or lifting of up to 25 pounds; and occasional reaching, bending, kneeling, stooping, squatting, and crawling.
- Occasional balancing, turning, and climbing.

##### Dexterity:

- Frequent repetitive motion from writing, using a computer keyboard for extended periods of time, grasping, holding, and reaching.
- Standard dexterity in the use of fingers, limbs, or body in the operation of office equipment or other restricted physical activities.

##### Vision:

- Constant use of good overall close and distant vision.
- Frequent use of color perception; hand/eye coordination; depth perception; and peripheral vision.

##### Hearing/Talking:

- Frequent hearing/talking to others on the telephone and in person; frequent hearing of faint sounds and occasional hearing of loud sounds.

#### PROBATIONARY PERIOD

This position is subject to the successful completion of a six (6) month probationary period.



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VILLAGE EXPECTATIONS

Certain essential village services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, **any and all** employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_