

## **CITY OF CORAL SPRINGS**

### **Classification Description**

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**CLASSIFICATION TITLE:** Code Enforcement Officer  
**FUNCTIONAL AREA:** Development Services Department

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#### **WORK OBJECTIVE:**

Under general direction, the purpose of the position is to perform responsible professional technical work involving the proactive and reactive enforcement of City codes and ordinances in relation to investigation activities and regulatory standards for permitting and licensing approval of residential and commercial building construction throughout the City. Employees in this classification perform at a professional level, and are responsible for coordinating and administering the enforcement process, assessing, evaluating and enforcing adherence to, and compliance with all applicable City, State and Federal code and regulatory requirements regarding new and existing construction. Objective is to ensure the safety, health and general welfare of the general public and business community.

#### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs systematic site inspections of new and existing structures within the designated City area to ensure compliance with all applicable City, State and Federal code and regulatory requirements; responds to inquiries and investigates any reports of code violations from the general public.
- Identifies compliance problems; issues and delivers deficiency notices; issues and delivers notices for hearing dates.
- Meets with violators and general public to explain and interpret City codes, and advises violator of expected time frame to correct the infraction; collaborates with independent contractors and subcontractors, homeowners, and internal administrative support to ensure all requirements for reconciliation of violations is provided.
- Performs various administrative and reporting duties involving inspection results and reconciliation requirements, e.g., prepares and maintains code enforcement records and reports; collects and analyzes data for departmental reports, organizes and prepares code board agenda.
- Monitors reconciliation efforts; communicates with Chief Code Enforcement Officer and / or Code Enforcement Coordinator on any structural problems, code issues or regulatory requirements that have not been resolved.
- Prepares and presents cases for code violation hearings; prepares and provides photographs, supporting documentation, witness testimony etc.
- Provides technical code review and interpretation of the various regulatory requirements for which the division is responsible for enforcing.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge.

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### MINIMUM QUALIFICATIONS:

#### **Education / Certifications / Experience –**

High School Diploma or GED; Florida Association of Code Enforcement (FACE) Level I Certification; supplemented by 2 years experience in code inspection and/or enforcement or related field; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Florida Driver's License.

#### **Knowledge, Skills, & Abilities –**

Knowledge of current codes and regulatory standards governing the state's building construction industry in the respective trade/discipline.

Knowledge of all functions relevant to the processing and approval of building construction projects in the respective trade/discipline, e.g., plans review, licensing, permitting, inspections.

Knowledge and experience in minimum housing standards and ability to conduct minimum housing inspections, which protect renters, low-income residents; ability to recognize when below standard housing need reporting to section 8 housing authority. Ability to obtain Property Maintenance Code (4 hr) Certification facilitated by FAU.

Ability to maintain current FACE certification(s) by attending FACE conferences and training and completing required CEU's

Ability to understand and follow written and oral instructions.

Ability to pass and maintain FEMA Emergency response certifications IS100, IS200 and IS 700; respond to City wide pre-hurricane and post hurricane emergency response.

Ability to utilize good time management skills in order to manage multiple code cases at one time and schedule inspections according to time sensitive compliance re-inspections dictated by legal notifications and Special Magistrate Hearing Orders.

Ability to provide plans review oversight and recommend/develop modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.

Ability to interpret City Land Development Codes, Municipal Code, Zoning Ordinances, Florida Statutes that pertain to FS 162, Florida Building Code, Public Records, Search and Seizure, Legal Notification and Service laws and make a judgment decision and properly apply during the course of duty in order to achieve voluntary compliance.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications; function in a virtual office environment (Citric, Wireless Laptop, Web base field research programs) Ability to clearly communicate information both verbally and in writing.

## **Code Enforcement Officer**

Ability and Knowledge in the preparation of legal documentation and notification for Special Magistrate Hearings, evidence collection, and search and seizure laws as outlined in Florida Statutes and US Constitution.

Ability to establish and maintain effective working relationships with City employees, departmental staff and management, contractors, engineers, architects and property owners; and use these resources to resolve code issues when health and safety violation occur.

Skill, knowledge and ability to utilize the Administrative Citation, decide the application of the citation ordinance and the ability to decide the proper legal service as outlined in Florida Statutes 48 and administer the proper fines and action if repeat offender or first time offender.

Ability to obtain and maintain the State of Florida "Parking Enforcement Specialist" certification and issue the parking citations as outlined by Florida Statutes / City Ordinances.

Skill in handling irate customers, diffusing adversarial situations, and communicating calmly in tense situations.

Skill in providing excellent customer service to citizens and attend mandatory yearly customer service training supporting City Core Value of Customer Focus and Customer-involved Government

### **PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-40 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Some work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working around moving parts and construction areas where physical risks are predictable and/or controllable by observance of standard safety precautions. Occasional exposure to below standards Housing conditions when performing minimum housing inspections on rental and section 8 housing properties.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.