

CITY OF CORAL SPRINGS Classification Description

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

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 in-service training within the Division, 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.
- Conducts initial orientation, 16 hour training for new volunteer code rangers and any continued education needed. Assign code ranger volunteers to a Code Officer and area. Coordinates with volunteer services for recruitment of new volunteers.
- Ensures that volunteer vehicles are up to date with maintenance requirements.
- Communicates with volunteers regarding information on the ranger program
- 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.
- When necessary, assist other Code Officers with cases in their assigned area when on leave and with difficult cases; present cases for other officers on leave at Special Magistrate Hearings.

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- Monitors reconciliation efforts; communicates with Chief Code Enforcement Officer 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.
- When directed, research, create, schedule and instruct in-service training, track the relevance and benefits of each instructional session and its overall impact to improve the Division.
- Attend Code organization functions and provide in-service training utilizing knowledge gained; keep record of all Code Officer's Continuing Education Unit (CEU's) required to maintain current certifications.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED; Florida Association of Code Enforcement (FACE) Level III Certification or acquire level III within one (1) year of employment or acceptance of this position; supplemented by five (5) 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.

Ability to understand and follow written and oral instructions.

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 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.

Ability to clearly communicate information both verbally and in writing.

Ability to establish and maintain effective working relationships with City employees, departmental staff and management, contractors, engineers, architects and property owners.

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

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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.

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.