



## Job Description

### Senior Code Enforcement Inspector

Pay Grade: G08

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**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum of two (2) years of experience dealing with the public in a related field.

**Minimum Education Requirements:** Associate degree in related field.

**Department:** Police Department

**Direct Supervisor:** Community Code Compliance and Crime Prevention Commander

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works both indoors in an office environment and outdoors.

**Certification:** Valid State of Florida driver's license. Level I Professional Certification through FI Assoc of Code Enforcement required. Level II Professional Certification (required within 1 year). Level III Certification preferred.

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**Job Summary:** Responsible for technical work related to enforcing and investigating City Code of Ordinances.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- This position manages the daily operations within the Code Enforcement division.
- Delegate assignments to Code Enforcement staff and others as needed.
- Deal directly with legal advisors and legal adversaries.
- Make decisions and recommendations related to practices of the Code Enforcement Division.
- Coordinate and conduct inspections of residential, commercial, and construction properties.
- Regulate and maintain a 9-member Code Enforcement Board (CEB), prepare and present legal cases to CEB.
- Respond to a wide variety of calls and complaints involving violations of municipal codes.
- Resolve violations through voluntary compliance or, when not possible, set in motion the quasi-judicial process by way of the initiation of a complaint through the City's Code Enforcement Ordinance.
- Review and inspect signs for code complaints.
- Process sign permit applications for compliance and approval.
- Conduct research to develop data and information, as required.
- Patrol the City looking for violations of the Code of Ordinances.
- Provide code enforcement information to the public.
- Prepare cases and provide testimony in code violation matters to the Code Enforcement Board.
- Keep records and make reports of activities and cases filed or forwarded for filing.
- Input, access, and retrieve information from a computer.
- Perform other job duties as assigned.



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#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Code of Ordinances of the City.
- Department's rules, regulations, policies, and procedures as well as relevant training programs and content.
- Geography of the City, proximate incorporated areas and the City's road network.
- Public records pertaining to property ownership and ability to review records to determine ownership.
- City's functions, policies, and procedures.

##### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Use of video and still photography to record possible code violations.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

##### **Abilities**

- Utilize good observation and deductive reasoning techniques to evaluate and determine possible code violations.
- Enforce ordinances with firmness, tact, and impartiality and to deal courteously with the general public.
- Read and interpret technical sketches and blueprints.
- Keep records and make reports from such records.
- Input, access, and retrieve data from a computer.
- Works in extreme weather conditions with exposure to slippery and uneven surfaces, heights (up to 10 feet), and some stressful situations.

##### **Physical Demands**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.



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- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date