



ENFORCEMENT/ASSURANCE OFFICER

General Definition of Work:

Under supervision, is responsible for work in the enforcement of the applicable federal, state, and local codes and ordinances. Responsible for developing and implementing administrative support procedures, programs and reports for the efficient functioning and evaluation of the Code Enforcement Division. Supports Code Enforcement Manager with administrative tasks.

Essential Functions/Typical Tasks:

Conducting inspections to ensure compliance with applicable codes and performance standards; investigating complaints; prepares and maintains files and records; prepares reports.

- Establishes schedule for efficient operation of the divisions day-to-day routine administrative activities; including but not limited to, maintaining files, records, correspondence, reports, project log and notices.
- Conducts inspections of properties to ensure compliance with applicable codes and performance standards.
- Maintains a pro-active program of systematic inspections throughout the city.
- Investigates complaints of code violations; contacts responsible parties to explain requirements and procedures for compliance; issues notices to correct violations and follows up to ensure compliance.
- In the absence of the Code Enforcement Manager will assist to represents the City and Department at monthly Code Enforcement Special Master Hearings; develop case presentation strategies and case docket agenda; presents cases; and provides testimony and evidence.
- Works With staff to resolve code compliant issues.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Knowledge of investigative techniques and resources such as public records and databases, ability to learn and apply complex codes, ability to express oneself clearly and concisely in writing and orally, ability to deal tactfully with the public, ability to enforce codes and ordinances with firmness and impartiality, ability to establish and maintain effective working relationships with associates and the general public. Ability to understand and follow oral and written directions. .

Education and Experience:

High school graduation or G.E.D. equivalency required; Associate or college degree preferred; one (1) year experience in a position with considerable public contact, preferably working with building or other local codes in an enforcement capacity; or any equivalent combination of experience and training which provides the requires knowledge, skills and abilities. Possess FACE Level I certification.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, crouching, reaching, standing, walking, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, and atmospheric conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of Florida.

Pay Grade: 115

Status: Non-Exempt, CWA

Revised: June 2019