

City of Brooksville

JOB DESCRIPTION

POSITION TITLE: Code Enforcement Officer
DEPARTMENT: Community Development Department
DIVISION:
SUPERVISED BY: Community Development Director

POSITION SUMMARY: This is a Community Development Department support position. Employee is responsible for administrative and inspection work involved in the enforcement of City zoning, land use, property maintenance and related ordinances and regulations. Office work and field inspections are performed as directed by supervisor. Independent impartial judgment decisions are made within established guidelines. Reviews new construction plans and specifications for compliance with City zoning/land use requirements. Receives and responds to information requests, complaints and reported violations are processed. This position is supervised by the Community Development Director.

ESSENTIAL JOB FUNCTIONS:

- Observes tasks analytically and objectively, and records incidents clearly and completely.
- Is knowledgeable of the City's zoning/land use regulations and related codes.
- Has knowledge of the City's economy, development patterns and plans, land use geography, and City policies, procedures and practices.
- Reads and interprets plans, specifications and blueprints and performs on site inspections to determine code compliance.
- Prepares oral and narrative reports and provides recommendations to advisory, policy making and judicial review boards, as well as properly documenting court/hearing case files.
- Enforce ordinances and regulations impartially and makes interpretive judgment decisions within established guidelines as directed by supervisor.
- Creates and maintains accurate records.
- Operates and maintains City vehicles and related equipment safely and effectively.
- Prepares and presents cases through the code process for hearing procedures as they relate to alleged municipal code violations.

- Completes assignments accurately and on time.
- Projects a professional image and maintains effective relations, and interacts courteously with the public, officials, supervisors and co-workers.
- Exercises sound judgment, and performs at an acceptable level of efficiency and productivity.
- Supports the Department's and the City's goals, programs, and objectives.
- Maintains good physical condition, ability to walk, stand and/or sit for long periods.
- Works independently and confidentially without close supervision.
- Reads, comprehends, implements, and completes written and/or oral directions in English.
- Maintains acceptable attendance record.

JOB STANDARDS:

Education and Experience: Any combination equivalent to the education and experience described below that provides for the knowledge, abilities and skills to perform the essential job functions would be qualifying.

Education: High school diploma or GED equivalency certificate as issued by a State Board of Education. An Associates Degree in a related code enforcement discipline may substitute for one (1) year of experience.

Experience: Two or more years of full-time experience in local government code enforcement, building, construction, electrical, plumbing, mechanical, land use/zoning, subdivision codes, fire inspector, law enforcement or closely related experience.

Licenses & Certifications: Valid Florida driver's license and must be insurable by the City's current insurance carrier. Also, must possess or attain within 12 months of employment, certification in Fundamentals of Code Enforcement through the Florida Association of Code Enforcement; certification in Legal Issues in Code Enforcement must be obtained within 24 months of appointment.

CRITICAL SKILLS, ABILITIES & EXPERTISE:

Physical Requirements: Sitting, standing, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Stretching/reaching, bending at waist, squatting, walking, handling, grasping, driving, light lifting and/or carrying (up to 15 lbs) are frequent. Pushing, pulling, kneeling, climbing, balancing, turning, feeling, medium lifting and/or carrying (up to 30 lbs.) are occasional.

Equipment: Personal computer, calculator, telephone, copy machine, facsimile, related office and instructional equipment and a motor vehicle.

Skills & Expertise: Knowledge of composition and grammar, business English and arithmetic. Knowledge of available community resources. Knowledge of or ability to learn appropriate municipal codes, ordinances and laws that may apply to the functions of the Community Development Department. Knowledge of public records' law, requirements and management. Knowledge of the operations of the City and Florida local government. Knowledge of budgeting and organizational methods. Knowledge of general accounting and budgeting principles/practices. Ability to read, comprehend, implement and complete oral and/or written directions in English. Ability to work with limited direction. Ability to prioritize and organize work. Ability to effectively communicate orally and in writing. Ability to compile data from various sources, departments, etc. Ability to analyze and interpret data. Ability to understand and perform billing/budgetary/financial responsibilities. Ability to prepare/create complex management and financial reports. Ability to work in a simultaneous multi-task environment. Ability to set up and maintain complex filing/record systems. Ability to work independently and confidentially within the framework of Departmental policy, procedures and direction. Ability to establish effective working relationships with people, including coworkers, public citizens, supervisors and business/governmental contacts. Ability to deal with the public in an effective and courteous manner. Ability to complete tasks, functions and assignments accurately and on time. Ability to maintain acceptable work schedule and attendance record. Ability and willingness to understand and comply with City's policies, regulations and procedures; exercise sound judgment; perform at an acceptable level of efficiency and productivity as determined by the City's management; and support the Department's and City's mission, goals and objectives. Skills in public speaking and public relations. Skills in customer service and dealing with irate individuals and problem solving. Skills in completing work with a high degree of accuracy. Skill in developing procedures or systems for implementing programmatic functions. Ability to accurately type. Ability to use and operate a personal computer and office equipment. Advanced knowledge and ability to use Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook, and other Windows-based/web-based applications/software for finances, payroll, grant applications/reporting, etc. Ability to safely operate a motor vehicle. Must be insurable by the City's insurance carrier.

ENVIRONMENTAL FACTORS:

Job Location: Primary location is within the administrative office of the Community Development Department located in Brooksville, Florida; occasionally works within other community facilities, typically within the City of Brooksville. Constantly works indoors, inside a vehicle and outdoors.

Work Environment: Work alone is constant and with others is occasional. Working inside and outside office environment is constant. Working with computers and office equipment is frequent. Working overtime/weekends is occasional.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

- Performs any additional duties as directed by Director of Community Development or City of Brooksville management staff.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date

HR INFORMATION	REVISION DATE: 10/15/2020
PAY GRADE: 582	PAY RANGE: \$12.09 hr - \$18.62 hr