



## Code Enforcement Officer

EEO Class Code: Professionals

Union Status: Unclassified

FLSA Code: Non-Exempt

# The Town of Pembroke Park Job Description

<b>Department:</b>	Public Services
<b>Division:</b>	Building - Code Enforcement
<b>Supervises:</b>	None
<b>Position Reports To:</b>	Code Enforcement Supervisor
<b>Sworn:</b>	No

## Job Specifications

### NATURE OF WORK

Under general supervision of the Code Enforcement Supervisor, performs a variety of technical duties in support of the Town's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on Town regulations to property owners, residents, businesses, the general public, and other Town departments and divisions.

### ILLUSTRATIVE TASKS

Tasks required of the Code Enforcement Officer include, but are not limited to:

- Investigate code complaints and identify code violations; prepare case files and present cases to the Town's violations hearing examiner. Codes include: nuisance codes; street and sidewalk codes; land use regulations, codes and permits; water and sewer codes; zoning codes; handicapped access regulations; billboard/sign codes; building, dangerous building and housing codes; wharves; outdoor pool enclosures and mobile home park regulations; and other similar town codes, ordinances and/or regulations.
- Conduct investigations and evaluate complex circumstances to identify actual, possible, or potential code, regulation, or ordinance compliance violations.
- Input investigation reports into system in a timely manner.
- Participate in the development of code compliance strategies and policies.
- Research a variety of public record resources to verify business/property ownership, location or other relevant information associated with compliance.

- Notify individuals of actual or potential code compliance deficits and of the corrective action required.
- Prepare case files for the hearing examiner which include letters, notices, photographs, affidavits and/or proposed findings and conclusions; present cases to the hearing examiner by testifying, offering exhibits and other evidence, and responding to questions.
- Establish and maintain an orderly system of identifying, preparing, storing, and tracking a variety of reports, records, and investigation/case files.
- Prepare and summarize reports, records, evidence, or other materials necessary for enforcement action taken by the Department or by other departments or agencies.
- First responder to Town emergencies.
- Prepares & submits meeting agenda documentation for Code Enforcement hearings and attend hearings.
- Represents Town on Emergency Operation Center boards as needed.
- Assists the Code Enforcement Supervisor in conducting emergency management preparedness efforts and preparing the disaster recovery evaluation reports.
- Provide weekly report of daily activities.
- Perform related work and special projects as assigned.

## **KNOWLEDGE, ABILITIES AND SKILLS**

Employees with the position of Code Enforcement Officer should have knowledge of:

- Knowledge of Municipal Ordinance, Unified Development Code, applicable state and federal codes, regulations, and guidelines.
- Knowledge of Legal procedure for enforcing Municipal Ordinance, Unified Development Code, and applicable state laws.
- Ability to conduct basic inspection and investigation techniques to properly conduct inspections of properties for violations.
- Knowledge of basic construction.
- Must possess organizational skills to maintain a neat work environment.
- Excellent communication skills through telephone, written, and face-to-face interactions.
- The ability to interpret and apply ordinances, state laws, code books, environmental regulations, procedural manuals, policy statements, public safety reports, maps, plat maps, building and/or site plans, and court records.
- Proficient computer skills including Microsoft Office Suite, internet browser, and the ability to quickly learn other software applications; to include desktop and portable devices.
- The ability to create accurate and detailed recordkeeping/data entries to include case notes, photos, daily and monthly reports.
- Capability to write appropriate Violation Warning letters, Notice of Violation forms and Customer Service letters.
- Experience preparing records and reports in an organized fashion, admissible to court for hearings and trials.
- Ability to interpret data and prepare statistical reports using basic mathematical calculations.
- Able to work independently.

## **MINIMUM REQUIREMENTS**

- High School Diploma or GED required. Associates degree in Public Administration, Criminal Justice, Planning, or a related field (Preferred).
- Two (2) years of experience in code compliance or similar enforcement, housing/building inspection, zoning, land use, planning or related fields, including some public service experience required.
- Four (4) years of experience in code compliance or similar enforcement, housing/building inspection, zoning, land use, planning or related experience (Preferred).
- A valid Florida State Driver's License.
- Any equivalent combination of experience and education may be considered.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.
- Physical ability to drive a vehicle.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Work within a confined area.
- Ability to work in a computer station for an extended period.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- The employee may be subject to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- Work subjects' employees to the current OSHA standards on blood borne pathogens.
- May be requested to work overtime and weekends for special Town events, projects, and emergencies.