



CLASSIFICATION DESCRIPTION

TITLE: CODE ENFORCMENT MANAGER

JOB CODE: 20 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under executive direction, the purpose of the position is to manage inspection activities enforcing codes, ordinances and related regulatory requirements for the general public and business entities within the City. Employee functions at middle level management to review complaints and assist subordinates in developing recommendations to resolve escalated complaints concerning code violations. Position provides highly technical support and/or assistance to employees, the general public and property owners as necessary. Prepares cases for presentation and testifies as necessary.

SPECIFIC DUTIES AND RESPONSIBILITIES

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.

- Plans, organizes and implements inspection activities and objectives; coordinates and integrates all activities toward achievement of established departmental goals and objectives; assists in the development and implementation of departmental policies and procedures
- Manages, supervises and evaluates code enforcement inspection personnel to ensure quality standards and timely completion of all inspections.
- Manages site inspections of properties and structures within the City to ensure compliance with all applicable City, State and Federal codes and regulatory requirements; enforces all aspects of the City's codes and ordinances.
- Researches and responds to highly complex technical matters and investigates code or ordinance non-compliant conditions on private property, public property and on business establishments.
- Administers departmental responsibilities for granting sign permit and house moving requests to ensure that they are consistent with the ordinance and for issuing citations when County codes are not upheld.
- Provides highly technical interpretation of codes and ordinances to the general public, commercial interests, and businesses regarding code enforcement issues.
- Performs complex research, updating records, processing case documentation, or to respond

to actions and requests.

- Reviews case documentation and incident reports and compiles supporting documentation in order to document and explain facts and circumstances surrounding the violation(s).
- Ensures County codes and ordinances are interpreted properly and updated regularly through research from professional organizations and other government entities.
- Presents evidence in various legal proceeding to ensure that complete and correct information is related to all participants; provides depositions to the court.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED, vocational training in Building Codes preferred; supplemented by ten (10) years progressively responsible experience in code inspection, planning, zoning or related field, to include three (3) years within a supervisory/lead capacity; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively manage a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.
- Thorough knowledge of applicable state, federal and local laws, rules, ordinances and regulatory standards applicable to the work.
- Thorough knowledge of investigative principles, methods and techniques, and case management principles for the purpose of preserving evidence and establishing documentation and an audit trail for legal purposes.
- Thorough knowledge of record keeping, report preparation, filing methods, records management techniques, and open records regulations.
- Thorough knowledge of the geography, streets and principal locations of the City's zoning areas or ability to acquire this knowledge rapidly.
- Skill in applying sound principles of independent judgment and discretion during inspection activities.
- Skill in understanding and utilizing zoning maps, land use maps, plats, tax rolls, and other documents related to real property.
- Ability to write clear, concise letters and memorandum using standard business English, spelling, and punctuation.

- Ability to effectively communicate both verbally and in writing; ability to speak effectively before public groups and respond to questions.
- Ability to read and interpret various documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Ability to establish and maintain effective working relationships and communications with co-workers, business and community interest groups, and the general public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.
- While performing the essential functions of this position the employee may be exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, temperature extremes, vehicular traffic, dampness/humidity, confrontational persons, animals, and various forms of wildlife.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.