



## **CLASSIFICATION DESCRIPTION**

**TITLE: CODE ENFORCEMENT OFFICER**

**JOB CODE: 11 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to enforce codes, ordinances and related regulatory requirements for the general public and business entities within the City. Employee functions at entry level to investigate complaints and provide recommendations to resolve any complaints concerning code violations. Position provides technical support and/or assistance to employees, the general public and property owners as necessary. Work includes performing routine patrols of assigned areas, and issuing warnings and citations for violations. 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.

- Performs systematic 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.
- Responds to calls and investigates complaints of code, ordinance, nuisance or otherwise non-compliant conditions on private property, public property and on business establishments.
- Researches and identifies code violations and issues notices of violation and citations for said violation(s).
- Operates photography equipment in photographing and documenting visual representations of code violations.
- Conducts strike force investigations, inspecting construction sites to ensure code compliance; performs follow-up inspections regarding compliance.
- Reviews business signage to installation and visibility according to code; issues various permits, such as for house moves and signs.
- Provides information and assistance to the general public, commercial interests, and businesses regarding code enforcement issues.

- Performs research where indicated, and provides response and information for public records requests.
- Enters and retrieves information from a computer in order to perform research, update records, process case documentation, or to respond to actions and requests.
- Patrols roadways to remove illegally placed signs on City right-of-ways; patrols assigned City areas to identify and address code violations.
- Completes case documentation and incident reports and compiles supporting documentation in order to document and explain facts and circumstances surrounding the violation(s).
- Compiles 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 two (2) years responsible experience in code enforcement inspection, planning, zoning or related field; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.  
Reference Certification Master list for eligible certification pay.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Knowledge of applicable state, federal and local laws, rules, ordinances and regulatory standards applicable to the work.
- 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.
- Knowledge of record keeping, report preparation, filing methods, records management techniques, and open records regulations.
- Knowledge of the geography, streets and principal locations of the City's zoning areas or ability to acquire this knowledge rapidly.
- Ability to apply sound principles of independent judgment and discretion during inspection activities.
- Ability to understand and utilize 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 incumbent is regularly required to lift, move or carry objects up to 25 pounds; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently 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.