

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: COMMUNITY DEVELOPMENT INSPECTOR (Job Code 530)

GENERAL STATEMENT OF JOB

Works under the general direction of the Margate Development Services Department Director, incumbent performs a full range of varied and responsible professional and technical duties in support of Margate's Zoning Code and Development Services activities.

Reviews, investigates, and when necessary initiates required enforcement actions including but not limited to those related to public nuisances, business license regulations, property maintenance, landscape installation and maintenance, storage of abandoned vehicles, and other code enforcement issues related to health, safety, and welfare of the community.

Implements all necessary corrective actions required to bring properties into compliance with the provisions of the Code of the City of Margate (Code). Inspects properties for consistency with approved site plans, landscaping plans, and related policies and programs. Monitors and documents Code compliance for new developments and City-sponsored projects. Reviews building permits and proposed construction plans.

Applies professional judgment to implement and enforce all required Federal law, Florida State Statutes and Code rules, standards, and policies. Serves as community resource and liaison providing information on Code regulations and requirements to property owners, residents, business owners, the general public, and City departments staff.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Participates in formulating Development Services Department code enforcement policies and procedures; monitors property owner activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.

Performs complex technical tasks of the Department including providing technical direction and assistance to the Police Department and code enforcement officers

Routinely monitors residential and commercial properties throughout the City and responds to official Code of the City of Margate violations and complaints.

Implements code compliance processes, particularly for violations of Local Business Tax Receipts, prohibited banners, and specific sign violations. Issues courtesy notices when multiple verbal warnings fail to achieve compliance (did we decide to leave this language in text?).

City of Margate, Florida • Community Development Inspector

Plans, directs and participates in field inspections related to code enforcement and potential violations; photographs potential violations, and conducts interviews with involved parties at field inspections as needed.

Serves as the City Sign Code Inspector performing all related duties and responsibilities including but not limited to inspection of Temporary Signs including grand opening banners, grand opening ground signs, public hearing notifications, and election signs erected in conformance with Code. Monitors timely removal of said signs and authorizes release of sign bonds, if any, once removal is completed.

Performs case reviews and coordinates those findings and recommendations with Development Services Director necessary to implement enforcement administrative remedies including the issuance of notice and orders and civil fines, and initiating proceedings before Special Magistrate to adjudicate legal cases pertaining to businesses and resident violations.

Responsible for implementation and management of city and departmental electronic records management policies and procedures for all applicable section/position work products.

Prepares and provides documentation and evidence in support of legal action and issues administrative citations as necessary.

Issues Notice of Hearings when all previous compliance actions are ineffective. Attends and testifies at Special Magistrate hearings as necessary.

Reviews landscape plans and inspects properties for Code violations prior to Development Review Committee meetings.

Inspects businesses for conformance with non-residential color palette.

Review proposed construction plans, building and zoning permits required for compliance with the Code.

May review tree surveys, landscape plans and site plans for tree removal permitting as assigned.

May coordinate with contractors for the removal, relocation, and/or barricading of trees as assigned.

Inspects sites for compliance with approved landscape and site plans, and tree removal/relocation permits.

Serves as the City's Local Business Tax Receipt Inspector and investigates businesses, occupations and professions within the City for compliance with local business tax receipt requirements.

Assists with planning and zoning functions as assigned.

Performs a variety of office related functions including preparation of cases for the Special Magistrate.

Performs related work and special planning projects as required.

Performs City emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Possess high school diploma or GED.

Possess a valid State of Florida Driver's License at time of application.

Acquired at least three (3) years of prior, full-time related experience, including some education or experience working with architectural, landscaping, engineering or planning drawings for construction.

Possess Florida Associate of Code Enforcement Certificate Levels I-II.

Requires completion of Levels III and IV within one-year of hiring.

Requires receipt of Certified Code Enforcement Professional (CEP) Certificate within two years of hiring.

Must have thorough working knowledge of the Microsoft Office Suite.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing, bending, stooping, some lifting and carrying objects of light to moderate weight (10-20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and/or city administration operations, as well as various development and construction disciplines, i.e. engineering, mechanical, electrical, architectural, etc.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to apply principles and methods of planning to site, civil engineering and architectural construction plans.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control. Must communicate in professional planning, architectural, and engineering terminology as needed.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide, interpret maps and graphs, and calculate decimals, fractions and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling materials and instruments, filing and sorting of documents, and processing keyboard tasks. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people from a variety of departments and backgrounds in both the giving and receiving of instructions. Must be able to perform under stress of frequent deadlines and effectively prioritize responsibilities.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require some exposure to adverse environmental conditions, e.g., dirt, heat, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and general practices of the city planning, zoning, building and construction industries.

Knowledge of the planning process including an understanding of ordinances, codes, state and federal regulation and guidelines pertaining to planning, zoning, growth management, and community redevelopment, or have the ability to readily acquire these skills.

Ability to read, interpret and understand architectural, engineering and other construction related plans and drawings.

Ability to prepare, organize, and maintain maps, charts, sketches and complex graphics.

Ability to effectively communicate complex technical information orally and in written or graphic form.

Knowledge of mathematical, statistical and research methodologies.

Ability to manage diverse tasks simultaneously while maintaining an attention to detail to assure accuracy in tasks performed.

Ability to establish effective working relationships with employees, contractors, developers, officials and the general public.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date