

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CODE COMPLIANCE OFFICER III (Job Code 238).

GENERAL STATEMENT OF JOB

Under general supervision performs research, investigative, enforcement, and follow up duties on various violations for the City's Building and Code Services Department. Position issues notices of violation and citations for non-compliance to both the public and private sector in reference to local ordinances, codes, and permits. Prepares cases for judicial process. Acts as a public information resource.

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.

Issues proactive and reactive Courtesy Notices to both the public and private sector regarding city ordinances, codes, etc.

Performs research and investigative work to determine extent of violations and prepares non-compliance and in preparing cases for judicial process.

Issues Notice of Hearing for non-compliance with Courtesy Notices.

Initiates towing of inoperative and/or abandoned vehicles on public property.

Attends court cases for the purpose of testifying at the direction of the City Attorney as required.

Performs various public education and communication activities, at the direction of the Code Compliance Supervisor.

Performs related work as required.

Handles special projects as directed by the Code Compliance Supervisor.

Monitors Code Officer activities and reports to Code Compliance Supervisor.

Assumes Code Compliance Supervisor duties in their absence.

May require work outside of normal business hours.

Respond to emergencies at the direction of the Code Supervisor.

Provide support to Supervisor on preparation of reports, presentations, research updating and creating Standard Operating Procedures (SOP), and updating of City Ordinances.

Provide Community outreach as needed.

Enforces City Ordinances.

Willingly to take on additional responsibilities.

Assist Supervisor in identifying and preparing code changes.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, and five (5) years full-time work experience in Code Compliance or closely related field.

Must successfully complete all applicable Civil Service requirements. Must possess and maintain a valid Florida Driver's license.

Florida Association of Code Enforcement (F.A.C.E) three (3) of the four (4) Certifications.

PREFERRED TRAINING AND EXPERIENCE

Experience as a Landscape or Zoning inspector.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent 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) or data, people, or things.

Interpersonal Communications: 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 city administration operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak in poise, and voice control.

Numerical aptitude: Requires the ability to add subtract, multiply and divide.

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, sorting, and filing documents.

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 depending on specific assignment.

Interpersonal Temperament: Requires the ability to deal effectively with people in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

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 frequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local codes and ordinances, or the means by which to access each.

Knowledge of report and record keeping principles and techniques

Knowledge of traffic laws and regulations.

Knowledge of filing principles and methods

Skilled in both written and oral communications for effective expression of clarity.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interact with.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

Ability to drive a passenger vehicle safely and locate addresses in the community.

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