

CITY OF SATELLITE BEACH

JOB DESCRIPTION

**JOB TITLE: CODE ENFORCEMENT OFFICER I
PERMANENT PART-TIME**

DEPARTMENT: BUILDING AND ZONING

GENERAL DESCRIPTION:

Under general administrative direction of the Building Official this is field work in the investigation and enforcement of regulatory city codes and ordinances pertaining to land use, building conditions, nuisances, signing, landscaping, sanitation, license and related environmental issues. Employees in this classification receive and investigate complaints regarding code violations in the area of assignment. Responsibilities include providing information, conducting field inspections, issuing citations or violation notices, and monitoring to ensure compliance. Work is performed and is reviewed for conformance with laws, regulations, codes, ordinances and established policies and procedures.

ESSENTIAL JOB FUNCTIONS:

1. Conducts field inspections and investigations of properties to determine compliance with ordinances; explains and interprets codes, violations and penalties to owners and occupants; explains methods and procedures for corrective action.
2. Prepares and serves notice to remove or correct existing violations; write citations and reinspects and monitors for continued compliance.
3. Investigates complaints of littering, abandoned vehicles, sign, landscape, waste disposal, sanitation, non-maintenance of residential property, commercial maintenance code, and other violations.
4. Periodically inspects commercial establishments for necessary licenses.
5. Presents cases to the Code Enforcement Board as required.
6. May serve as liaison to City departments and/or regulatory agencies in the investigation and enforcement of codes and ordinances.
7. Prepares reports and correspondence, maintains records and files, and completes a variety of forms.
8. Operates an agency vehicle.

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(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.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data information. Includes exercising discretion in determining data classification and in referencing such analysis to established standards.
- **Human Interaction:** Requires knowledge of procedures and standards and ability to provide guidance, assistance, and/or interpretation to others.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions such as a motor vehicle, telephone, mobile or portable radio, and tape measure.
- **Verbal Aptitude:** Requires the ability to utilize a variety of descriptive data and information, maps, diagrams, and regulatory criteria and enforcement standards.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to interpret graphs and maps; may require the ability to utilize principles of fractions.
- **Functional Reasoning:** Requires the ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent; supplemented by two to three years experience in extensive public contact work; experience in code enforcement is desired; or any equivalent combination of training and experience.

LICENSES:

Possession of a valid Florida Driver's License.

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ESSENTIAL PHYSICAL SKILLS:

- Tasks involve the ability to exert moderate, though not constant physical effort.
- Typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
- May involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 50 pounds).
- Tasks may involve extended periods of time in an automobile.
- Tasks may involve standing, sitting or walking for long periods of time.
- Tasks may involve the use of hands to finger, handling, feeling or operating objects; reaching with hands and arms.

SENSORY REQUIREMENTS:

- Tasks require visual perception and discrimination.
- Tasks require the ability to perceive depths.
- Tasks require oral communications ability.
- Tasks require hearing ability.

ENVIRONMENTAL FACTORS:

- Tasks are regularly performed with exposure to adverse environmental conditions, such as dust, pollen, odors, humidity, traffic hazards, animals/wildlife, violence, and/or disease.

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