



TOWN OF SURFSIDE

CODE COMPLIANCE OFFICER

DEPARTMENT: EXECUTIVE – PLANNING & COMPLIANCE

NON-EXEMPT

GENERAL DESCRIPTION:

Under the general supervision of the Code Compliance Director, responsible for conducting field inspections, investigations and research to determine compliance with applicable Town Codes of residential, commercial and public properties. Enforces ordinances with fairness, firmness, tact and impartiality, while always dealing courteously with the general public.

ESSENTIAL JOB FUNCTIONS:

1. Determines violations of the Town Code of Ordinances and other applicable codes.
2. Patrols the Town to identify violations of the Town Code and other applicable codes.
3. Conducts inspections, investigations and research to determine compliance with the Code.
4. Responds to a wide variety of calls and complaints involving violations or applicable codes.
5. Issues Courtesy Notices of Violation and after conducting research to determine necessary facts, follows up with a Civil Citation or Notice of Violation and proceeds to Prosecution before a Special Magistrate.
6. Strives to facilitate resolution of violations through voluntary compliance or, when not possible, sets in motion the enforcement process by way of fines and eventually Special Masters hearing and liens property.
7. Keeps management advised on a regular basis of all actions taken and Notices of issued.
8. Removes illegal signs from Town right-of-ways.
9. Keeps records and makes reports of activities and cases filed or forwarded for filing.
10. Conducts research to develop data and gather information, as required.
11. Serves as assistant to the Code Compliance Board and prepares agendas and cases.
12. Performs a variety of duties relative to the operation of the Code Enforcement Division.
13. Maintains Code Enforcement files, including updated case history for properties within the Town.
14. Records all Courtesy Notices, Civil Violation Notices and Notice of Violations and fines associated with the code enforcement process.
15. Assists with the preparation of Notice of Hearings, agenda and packets for Special Magistrate Hearings.
16. Attends Special Magistrate Hearings, prepares minutes and Special Magistrate Orders of Violations.
17. Attends and participates in administrative meetings as required.
18. Provides testimony at Hearings, before Special Magistrate, Court, or other bodies for code violation matters.
19. Assists with the tracking of administrative fees and fines assessed by the Special Magistrate.
20. Assembles all necessary files and case histories as needed.
21. Answers phone and provides information to the public.
22. Inputs, accesses, retrieve information using a computer from multiple programs and software.
23. Works with the public, and resolves citizen's disputes as directed by the Code Compliance Director.
24. Keeps current on information and technology affecting functional areas to increase innovation and ensure compliance.
25. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the Code of Ordinances of the Town.
- Knowledge of the Division's rules, regulations, policies and procedures as well as relevant training programs and content.
- Knowledge of the geography of the Town, proximate incorporated areas and the Town's road network.
- Ability to understand and carry out complex oral and written instructions.
- Ability to enforce ordinances with firmness, tact and impartiality and to deal courteously with the public.
- Ability to handle stressful and physically demanding situations.
- Ability to prepare detailed and comprehensive records and reports.
- Ability to keep records and make reports from such records.

EDUCATION AND EXPERIENCE:

Associates Degree and Five (5) years' experience in enforcing laws, codes, rules, regulations and dealing with the public in similar compliance functions preferred. Proficiency in Microsoft Office software required. Knowledge of iWorQ Code Compliance software desired. A comparable amount of training, education or experience can be submitted for the minimum qualifications.

LICENSES, CERTIFICATIONS OR REGULATIONS:

Valid Florida Driver's License. Code Enforcement Certification I - II and within two (2) years level III.

ESSENTIAL PHYSICAL SKILLS:

- Ability to operate a computer.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to distinguish colors.
- Ability to drive, lift and carry (up to 44 lbs.), reach, walk, climb, sit, stand, kneel, and bend. Reasonable accommodations will be made for otherwise qualified individuals with a disability.
- Ability to communicate effectively both orally and in writing.
- Walking.
- Standing.
- Bending.
- Stooping.
- Driving.
- Climbing ladders.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works outside at site areas in various weather conditions with: noise, slippery and uneven surfaces.
- Work in heights (up to 120 feet).
- Some stressful situations.

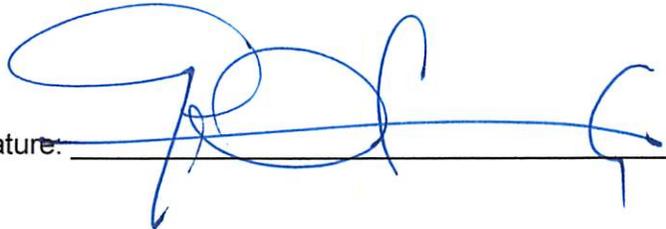
(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: **New 10/12/12; 1/6/16**

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

A handwritten signature in blue ink is written over a horizontal line. The signature is highly stylized and cursive, starting with a large loop and ending with a vertical stroke.