

BDRS CODE ENFORCEMENT SPECIALIST

Job Code	Pay Grade
10180	CL10

Nature of Work

This is technical and administrative work analyzing communications between the public, other agencies, and Code Enforcement Officers responsible for applying policies and procedures in implementing rules that define code violations, jurisdiction of violations, and related research of land or parcel history. An incumbent in this class serves as a resource to BDRS Code Enforcement Officers, as well as assists staff on more difficult field tasks and assignments. An incumbent in this class maintains continuous public contact, interprets and explains code regulations, assists citizens, monitors and responds to radio transmissions from field officers. At this level, an incumbent is responsible for assigned technical activities and makes independent work decisions based on experience and knowledge of departmental operations. The incumbent refers more difficult policy or procedural questions to a superior for decisions. The incumbent reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 2 years experience in heavy customer service public contact work or;
- 2 years of college or vocational training with coursework in business, public administration, management, engineering, planning, or a related field; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement.
- Incumbent to maintain and apply a State of Florida Notary Public authorization and to perform assigned tasks.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs full range and various phases associated with both routine and non-routine technical code violation reviews; internal office coordination ensuring that effective and timely action is taken to be responsive and helpful to citizen requests providing both assistance and education to the public on ordinance compliance requirements.
- Researches requests for code violations; determines officer availability to respond to complaint.
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, and programming/re-programming.
- Reviews complaints regarding possible violations of the natural and urban code enforcement.
- Analyzes and qualifies incoming complaints from all sources and enters complaints into computer application, or refers the complaint to the appropriate agency.
- Responds to all walk-in transactions.
- Prepares hard copy of complaint and all attachments for use in the field by Code Enforcement Officer.
- Monitors and responds to radio traffic from Code Enforcement Officer's arrival and departure times from each location.
- Researches and responds to all database queries from citizens or other agencies.
- Performs related work as assigned or required.

BDRS CODE ENFORCEMENT SPECIALIST (continued)

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Knowledge, Skills, and Abilities

- Knowledge of related codes, ordinances, and procedures.
- Knowledge of Business English, arithmetic and spelling.
- Ability to acquire knowledge of related codes, ordinances, and procedures.
- Ability to read and interpret maps, aerial photos, surveys, height details, sign details, legal documents, legal descriptions, and diagrams.
- Ability to apply computer applications and software.
- Ability to identify deviations from code and department policy requirements.
- Ability to maintain clear and accurate records and to make difficult arithmetical computations accurately.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to meet and work with the general public and to explain regulations clearly.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified