

BDRS CODE ENFORCEMENT OFFICER

Job Code	Pay Grade
10182	CL14

Nature of Work

This is specialized, complaint driven as well as pro-active, field and office work investigating and enforcing codes and ordinances dealing with the natural and urban jurisdiction. An incumbent in this class investigates situations for regulatory violations, verifies compliance or non-compliance and drafts and delivers fine citations. Duties include providing assistance and education to the public on ordinance compliance requirements. The incumbent reports to a supervisor or designee.

Minimum Qualification Requirements

- 5 years of experience in regulatory compliance and enforcement, law enforcement, or a related field; or
- Bachelor's degree with course work in law enforcement, criminal justice, natural sciences, public administration, or a related field and 1 year of experience as described above; 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Performs dispatch responsibilities concerning anonymous complaints and daily complaints.
- Inspects lots and acreage, researches and locates property by legal description, verifies compliance with ordinances, advises owner of non-compliance and correction process and establishes legal ownership of property.
- Analyzes structural and related components of existing dwellings, investigates complaints, prepares reports and makes recommendations for the correction or demolition of structures.
- Prepares and delivers fine citations and appears in court as a witness.
- Gathers information from various sources to aid in cost analysis on rehabilitation feasibility of condemned dwellings.
- Investigates and documents potentially illegal noise sources through the use of noise monitoring equipment, advises property owners of potential noise source violations and methods of correcting point source noise, enforces compliance or non-compliance of the noise ordinance.
- Enforces zoning regulations, identifies regulations violated, notifies owners and verifies compliance or non-compliance.
- Enforces lot clearing ordinances, locates overgrown or debris-ridden lots, estimates amount of trash, calculates square footage to be mowed, documents findings and coordinates with owners or private contractors hired by the county to clear land.
- Investigates illegal dumping and the accumulation of trash, used materials, abandoned or inoperative vehicles and discarded appliances.
- Provides technical assistance and information regarding code violation problems, prepares daily inspection reports and recommends appropriate actions to be taken.
- Performs related work as assigned or required.

BDRS CODE ENFORCEMENT OFFICER (continued)

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Knowledge, Skills, and Abilities

- Ability to apply computer applications and software.
- Ability to acquire working knowledge of related codes, ordinances and procedures.
- Ability to conduct field inspections, determine facts through investigation and read legal descriptions, maps and construction drawings.
- Ability to effectively communicate and interact with the general public and enforce regulations firmly, tactfully and impartially.

For official use only

Revised	EEOC Code	Overtime Code
12/11	Technicians	Classified