

BDRS CODE ENFORCEMENT OFFICER, SENIOR

Job Code	Pay Grade
10184	CL16

Nature of Work

This is specialized proactive field and/or office work investigating and enforcing codes and ordinances dealing with the natural and urban jurisdiction. An incumbent in this class serves as a lead Code Enforcement Officer performing duties dealing with complex projects within assigned areas and with independent follow-up on major violation cases. Responsibilities include ensuring all priority cases are promptly and efficiently pursued to abatement and can include coordination of dispatch clerical staff. Positions in this class may also require senior officers to serve as division representatives on goal oriented task teams and at meetings with the public, plus coordinating enforcement activities with other participating agencies. The position reports to a management official, supervisor or designee.

Minimum Qualification Requirements

- 6 years of field experience in regulatory compliance and enforcement work; or
- Bachelor's degree in law enforcement, criminal justice, natural sciences, public administration, or a related field and 2 years of field 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.)

- Assists with the planning, assigning, reviewing and coordination of the daily activities of assigned officers; plans and conducts new hire training.
- Researches and locates property, establishes ownership of property, verifies ordinance compliance, and advises owners of non-compliances and correction process.
- Prepares and serves fine citations and appears in court as a witness.
- Appears and addresses citizen groups such as homeowner associations.
- Investigates and documents illegal noise sources, enforces the noise ordinance, advises property owners of noise source violations, suggests methods of correcting source noise and verifies compliance or non-compliance.
- 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.
- Coaches, trains, and guides other Code Enforcement Officers on complex inspections and identifies alternate methods to gain compliance.
- Coordinates and reviews documentation of team cases prior to referral to Special Magistrate hearing.
- Performs related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of public codes, ordinances, and procedures.
- Knowledge and skill in effective public relations.
- Ability to apply computer applications and software.
- Ability to read and interpret building diagrams, plans and blueprints and recognize deviation from approved plans in the field.
- Ability to supervise the maintenance of records and prepare and submit reports.
- Ability to work effectively with municipal courts, Special Magistrate hearings, agencies and the public and enforce regulations firmly, tactfully and impartially.
- Ability to read, interpret and utilize engineering plans, maps and photos.

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Revised	EEOC Code	Overtime Code
12/11	Technicians	Classified