

BDRS CODE ENFORCEMENT DIVISION MANAGER

Job Code	Pay Grade
10274	SM4a

Nature of Work

This is advanced administrative and professional work in the management of a major environmental program administered by the Building & Development Reviews Services Department (BDRS). Work involves planning, organizing, assigning and supervising a staff engaged in a variety of specialized environmental management activities related to urban codes, nuisance abatement, and the protection of Pinellas County's natural resources. Employees in this class work at a high performance level with minimum supervision, and exercise a high degree of independent judgment in resolving environmental issues. Work includes supervising professional employees engaged in violation investigations, and regulatory compliance monitoring for land use management. Work also involves enforcement of national, state and local environmental laws, ordinances, codes and regulations, knowledge of complex pollution control and environmental engineering projects, and entails application of professional environmental management skills. Primary emphasis is upon the administration of all technical aspects of environmental codes enforcement. Work is performed with a high degree of independent judgment and latitude in the use of technical discretion and judgment. The position reports to a senior management official or designee.

Minimum Qualification Requirements

- 8 years professional experience in preserves field and program management operations/activities that include 2 years of supervisor and manager experience; or
- Associate's degree with major coursework in physical, natural or biological science, environmental engineering, or a related and 6 years experience as described above; or
- Bachelor's degree and 4 years 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.)

- Supervises, plans, reviews and oversees the work of a staff of subordinate Code Enforcement Officers and gives assistance and advice on difficult and unusual problems.
- Responds to complaints of violations of county environmental codes and ordinances and reviews subsequent inspections on complaints.
- Responsible for assuring that all environmental codes are enforced and for the interpretation of the ordinances.
- Develops program budgets, standard operating procedures, and tracks inventory and property control.
- Responsible for the fine citation process, the implementation of fines to final disposition and for assuring that all procedures are done correctly.
- Responsible for the timely completion of Public Service Requests.
- Provides technical advice to the other divisions regarding citations, ordinances, procedures and interpretations.
- Consults with property owners, general public, governmental and municipal bodies on interpretation and application of codes and ordinances.
- Liaison with other county departments and state and federal agencies on mutual problems; may appear as an expert witness in court cases.

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(continued)

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Illustrative Tasks (continued)

- Monitors investigations and resolves various environmental issues and complaints.
- Directs, conducts and coordinates specialized environmental studies, and prepares environmental reports and correspondence.
- Prepares and submits quarterly reports and is responsible for inventory control and budgetary projections of the division.
- Recommends the hiring, promoting and disciplining of division personnel, and responsible for performance evaluations.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of principles and procedures of sound public environmental management programs, and Pinellas County Codes and Ordinances.
- Knowledge of the methods and techniques relevant to application of federal, state and local environmental laws, ordinances, and policies.
- Knowledge of principles and practices of professional management, personnel administration, program development, and goal setting, to direct an effective code enforcement program.
- Skill to act independently to achieve and execute the goals of the environmental codes and enforcement.
- Skill in public speaking and ability to make effective presentations to a variety of audiences.
- Ability to apply computer applications and software.
- Ability to effectively communicate orally and in writing and to prepare comprehensive technical reports.
- Ability to enforce environmental ordinances firmly, tactfully, and impartially.
- Ability to supervise records management.
- Ability to establish and maintain effective working relationships with fellow employees, county, municipal, and state agencies, and the general public.
- Ability to plan, assign, supervise, and review the work of a staff engaged in environmental codes and inspection in a manner conducive to full performance and high morale.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.

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Created	EEO Code	Overtime Code
12/11	Officials & Managers	Exempt