



Village of Palmetto Bay

Position Description

POSITION OPENS:	FRIDAY, MARCH 11, 2016
POSITION CLOSES:	FRIDAY, MARCH 18, 2016

***No applications will be accepted after 5:00 pm (local time) on the closing date.**

POSITION TITLE:	Code Compliance Officer
	Department of Community & Economic Development
FUNCTIONAL AREA:	Division of Building & Permitting
PAY GRADE:	19
PAY RANGE:	Min.: \$18.56 Hourly/3,217.07.00 Monthly/\$38,608 Annually
	Max.: \$29.70 Hourly/5,148.00 Monthly/\$61,772 Annually
CLASSIFICATION:	Non-Exempt; Full-Time
APPROVED/ UPDATED:	May 2015/ May 2015

General Summary

Position is primarily responsible for enforcing the Village's Code of Ordinances, and providing support in the enforcement of the Florida Building Code, County Ordinances, and State Statutes.

Supervision Received and Exercised

This position is supervised by the Building Official. The position has no supervisory responsibilities.

Essential Duties and Responsibilities

- ◆ Applies knowledge of codes to inspect parcels of land, structures, and stored materials for compliance with applicable codes and laws.
- ◆ Coordinates nuisance abatement of buildings and properties; obtains bids for required work.
- ◆ Prepares code compliance cases for presentation at Special Master Hearings; maintains detailed work records and prepares Special Master comprehensive reports and case briefs as required.
- ◆ Issues warnings and citations for non-compliance including recommended corrective action, time limits and permits & approvals required.
- ◆ Maintains accurate records of field work; prepares clear and concise inspection reports, prepares detailed case briefs and reports related to code compliance and the zoning inspections.
- ◆ Coordinates code enforcement activities with other divisions, departments and agencies.
- ◆ Researches, interprets and explains code and zoning requirements and methods of compliance to property owners, contractors, business owners, and others.
- ◆ Keeps abreast of new developments in municipal code enforcement and the Village's zoning inspection requirements.
- ◆ Represents the Village in various civic and community meetings.
- ◆ Performs other related duties as assigned.

Minimum Qualifications

- ◆ High school diploma or equivalent.
- ◆ Two (2) years of previous experience in municipal code enforcement, residential and/or commercial building construction, building inspection, plan checking and/or enforcement of building codes.



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- ◆ Level I Certification as a Code Enforcement Officer issued by the Florida Association of Code Enforcement (FACE).
- ◆ Computer literacy in MS Word and Outlook.
- ◆ Valid Florida driver's license and a clear driving record for the past 3 years.

Other Required Competencies

- ◆ General knowledge of municipal code enforcement codes, ordinances and regulations.
- ◆ General knowledge of principles, practices, techniques, and equipment of code inspection, investigation, and enforcement.
- ◆ General understanding of safety standards and methods of building construction.
- ◆ Ability to communicate clearly and concisely, both orally and in writing.
- ◆ Ability to perform several tasks at one time.
- ◆ Ability to meet and deal with the public in an effective and courteous manner.
- ◆ Ability to read and understand architectural plans.
- ◆ Must work weekends.
- ◆ May have to work overtime hours in the event of an emergency or if needed.
- ◆ Ability to safely operate a Village vehicle.

Working Conditions and Physical Factors

- ◆ Must be able to work indoors as well as outdoors in all climate conditions with full exposure to the elements.
- ◆ Requires the physical strength and agility to perform assigned tasks, which include but are not limited to, bending, twisting, walking, climbing, reaching above and below the shoulders, lifting, and pulling, pushing or carrying objects which may weigh more than 25 lbs.; may also walk on slippery and/or uneven surfaces and climb ladders.
- ◆ May be exposed to chemicals, solvents, dust, grease/oil, fumes, vibration and noise
- ◆ Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.
- ◆ Must be able to hear clearly even in a noisy environment.

The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.

Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.