



TOWN OF HIGHLAND BEACH

Code Enforcement Officer

Department: Building	Status: Full-Time (40 hrs./wk)
Department Code: 001-524.000	Classification: Non-Exempt
Immediate Supervisor: Town Manager	Pay Grade: 25
Directly Supervises: None	Salary Range: \$23.71 - \$37.93 Hourly \$49,314.00 - \$78,903.00 Annually

Position Summary:

Performs responsible technical work to ensure compliance with Town's Code of Ordinances and State standards. Conducts field inspections and investigates related complaints. Work is performed under supervision of the immediate Supervisor, and requires strong communication skills and the ability to exercise a considerable degree of independent judgement.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Performs daily inspections of residential properties to ensure conformance with Town's Code of Ordinances.
- Investigates complaints regarding code issues that may include violations, determines their validity and initiates notices of violations/citations for violations.
- Interviews property owners, tenants and complainants, recommends measures for addressing code issues and/or correcting violations.
- Present accurate and complete cases to the Special Magistrate or Code Enforcement Board.
- Present reports and maintain records, written and computer based.

Other Duties:

- Attend and represents the Town at related board meetings and public hearings.
- Performs other related duties as required.

Minimum Qualifications:

Education and Experience

- High school diploma or equivalent; and 60 college credits that includes building and/or construction techniques.
- Two (2) years progressively responsible field experience, preferably in municipal code enforcement, and certified Level I.
- Any related combination of training and experience.

- Must possess a valid Florida Driver's License, with good driving records.
- (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

Knowledge, Skills and Abilities Requirements

- Knowledge of Town's Code of Ordinances, and the legal procedures for enforcement.
- Knowledge of municipal codes and inspection techniques.
- Knowledge of investigative procedures and documentation.
- Some knowledge of computers, office equipment and practices.
- Ability to read and interpret building and site plans, plats, maps and legal descriptions.
- Ability to conduct inspections, effectively communicate orally and in writing, and follow professional protocols.
- Ability to interact with the public fairly and impartially, including but not limited to an adversarial environment.
- Ability to make accurate field measurements.
- Ability to establish and maintain effective working relationships with other employees, departments, government officials, and the public.
- Ability to prepare reports and maintain records.

Tools and Equipment Used:

Town Code of Ordinances, States of Florida minimum housing standards, building and site plans, plats, maps, computer, printer, telephone, pager, calculator, sound meter, camera, television, video camera/recorder, and other related equipment.

Physical Demands/Environmental Conditions:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls; and to reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl.

The employee must regularly lift and/or move up to 10 pounds; and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee generally works inside and outside in various weather conditions. The employee is

occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme weather and vibration.

Selection Guidelines:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Town of Highland Beach is a Drug Free Workplace and an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job History:

Created: 8/2/2016

Revised: