

## **Town of Fort Myers Beach Job Description**

**Position:** Code Compliance Officer  
**Department:** Community Development

### **GENERAL STATEMENT OF JOB:**

Under the general supervision of the Community Development Director, performs professional work to research, evaluate, plan, organize, coordinate and implement field inspections to ensure compliance with the Town's Land Development Code, and local ordinances.

The Code Compliance Officer has considerable public contact in providing citizens with information and advisement; while acting as a public information source with efforts focused on cooperative compliance.

The Code Compliance Officer investigates complaints of violations, issues notices of violation citations for non-compliance, certificates of competency, occupational licensure, certificates of use, proper permitting of signage, and related zoning compliance matters to both the public and private sector in reference to local ordinances, codes, and permits and exercises independent judgment and discretion when determining approaches to achieving compliance.

When necessary the Code Compliance Officer prepares cases for judicial process, preparing reports by providing information regarding investigations, violations and enforcement actions. Represents the Town in interactions with magistrate hearings, governmental agencies, private sector and civic groups.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Provides information and advisement to the public on various code compliance issues, continues and enhances community outreach. Meets with public and community groups to provide information on code compliance procedures.

Performs research and investigative work in determining extent of violation and non-compliance, and in preparing cases for judicial process; attends court cases for the purpose of testifying as directed. Prosecutes cases before the Special Master at Code Enforcement Hearings.

Prepares and maintains reports and records regarding activities, i.e., case files, trip logs, incident reports, warning tickets, citations, affidavits, statements, license reports, etc.

Works in conjunction with other departments engaged in various code compliance tasks, i.e., fire codes, municipal health and sanitation codes, lot mowing, etc.

Responds to citizen inquires both orally and in writing.

Review, evaluate and process applications under the Street Performance Ordinance.

Will be required to operate a motor vehicle including all-terrain vehicle and issues summonses for violations found and performance of assigned tasks.

Performs other related duties as assigned by supervisor or designee.

## **MINIMUM QUALIFICATIONS:**

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent;
- Three (3) years of specific vocational experience in investigation, inspection, gathering evidence, building inspections, housing inspections, zoning inspections or health inspections; and direct experience with case management, testimony in courts and/or hearings, and presentations of cases for findings of fact or adjudication experience preferred.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of local codes and ordinances or the means by which to access such; and a thorough knowledge of State Statute Chapter 162; general knowledge of state laws and statutes or the means by which to access such.

Considerable knowledge of research principles and methods, investigation methods and techniques; general knowledge of judicial preparation principles and practices.

Considerable knowledge of report and record keeping principles and techniques. Considerable knowledge of evidence preservation, preparation, and correlation principles and practices.

Skilled in both written and oral communications for effective expression and clarity.

Able to establish and maintain effective-working relationships with supervisor, support staff and other department's position interacts with.

Able to organize and review work for efficient results and accuracy.

Able to exercise independent judgment in both routine and non-routine situations.

Able to perform duties with consistent courtesy and tact in the best interest of the public.

Able to respond to citizen inquiries/concerns with tact and courtesy; Able to work under stressful conditions as required.

Able to issue and follow oral and written instructions; Analyze, organize and review work for efficient results and accuracy.

Knowledge of computers and modern software applications. Experience in Trakit is a plus.

## **WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMAND:**

Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments. May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

**Physical Requirements:** Tasks involve some unassisted lifting, carrying, pushing, and/or pulling of moderately heavy objects up to 50 pounds. Tasks involve stooping, kneeling, crouching, crawling, climbing, and balancing. Tasks may require prolonged periods of visual concentration.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of structures, licenses, and evidence.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Includes considerable public relations activities. Must communicate efficiently and effectively in Standard English

**Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

**Intelligence:** Requires the ability to apply principles of rational systems and influence; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

Must be able to demonstrate numerical aptitude.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and to visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in handling, sorting, and compiling data, in operating modern office equipment, and in manipulating field equipment. Must have excellent levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and/or shades of color.

**Interpersonal:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with enforcement situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

**Environmental Requirements:** Tasks may require exposure to extreme heat/cold or extreme weather conditions. Tasks may require exposure to wetness, humidity, and dust. Tasks may require infrequent exposure to violence.

*Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*