

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Code Compliance Officer  
**DEPARTMENT:** Sustainable Development  
**FLSA STATUS:** Non-exempt

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**GENERAL PURPOSE:**

Performs technical or specialized work in the Sustainable Development department. Performs field inspections and administrative work to ensure compliance with laws and ordinances. Work is performed under general supervision with limited latitude. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs systematic site inspections to ensure code compliance
- Issues courtesy notices, written warnings, and Summons to Appear when necessary
- Performs research to investigate code violations; removes signs from right of ways
- Prepares and testifies before the Special Magistrate and Code Fine Reduction Board; attends meetings as required
- Promotes good public relations with the community; attends homeowner association meetings and the City's citizens academy as needed
- Responds to citizen complaints and interprets the City of Coconut Creek Code Of Ordinances
- Performs routine office functions as required
- Performs other duties as assigned and/or required

**MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by a minimum of one (1) year of experience in customer service or a related position involving a high level of public contact; an equivalent combination of education, certification, training, and/or experience may be considered.

Previous work experience in code enforcement, plan review, and/or zoning preferred. Florida Association of Code Enforcement (F.A.C.E.) certification, Levels I and II preferred.

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

- Knowledge of code compliance policies and regulations
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to read and understand building codes
- Ability to read maps and plans
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

### **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date