

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs senior level technical or specialized work in the Sustainable Development department. Provides guidance, training and technical assistance to Code Compliance Officers. Performs responsible field inspection and administrative work to ensure compliance with laws and ordinances. Work is performed under limited supervision with some latitude utilizing experience and independent judgment to determine the best approach in achieving desired outcomes. May refer unusual or difficult technical and/or enforcement concerns to immediate supervisor.

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.

- Ensures conformity and consistency among field team members regarding City rules, regulations and ordinances
- Assists supervisor with implementation of tasks and assignments, as needed
- Performs systematic site inspections to ensure code compliance; handles complex multi-issue cases
- Issues courtesy notices, written warnings, and Summons to Appear when necessary
- Performs research to investigate code violations; initiates follow-up activities with property owners, tenants and/or complainants; recommends corrective measures
- Responds to citizen complaints and interprets the City of Coconut Creek Code of Ordinances
- Meets with development contractors and HOAs to determine and discuss code issues
- Prepares testimony with documentation, 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
- Inputs all data into computer system to properly document all cases
- Performs routine office functions and assists in procurement of goods, as required
- Performs other duties as assigned and/or required

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MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by a minimum of three (3) years' experience in code enforcement; an equivalent combination of education, certification, training, and/or experience may be considered.

Must possess valid Florida driver license, Class E; Florida Association of Code Enforcement (F.A.C.E.) Level I, II and III certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of code compliance policies and regulations
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in Pictometry and Pentamation Community Plus
- Skill in accurate data entry and proofreading
- Skill in providing good customer service
- Skill in public speaking
- 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.

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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.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date