



City of Live Oak

Code Enforcement Officer Position Description

POSITION TITLE	Code Enforcement Officer/Inspector
FUNCTIONAL AREA	Community Development
PAY RANGE	Minimum: \$33,816.18
	Maximum: \$51,726.95
CLASSIFICATION	Full-Time; Non-Exempt
APPROVED/UPDATED	

General Summary

The Code Enforcement position is primarily responsible for carrying out all enforcement related duties pertaining to the City's Code of Ordinances, Land Development Regulations, and other applicable codes; providing support in the enforcement of the Florida Building Code, and Florida Statute 162 to ensure public safety. This position also serves for supplemental duties as needed specific to the Planning and Zoning Department and Building Department for the City. Code Enforcement is an integral part of maintaining a safe and economically viable community.

Supervision Received and Exercised

This position is under the general supervision of the City Manager, or his/her designee.

Essential Duties and Responsibilities

- Performs a variety of field and office work in support of the City's local code enforcement program; enforces compliance with City regulations and ordinances including those pertaining to Land Development Regulations (LDR), International Property Maintenance Code, and other matters of public concern.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of the City's LDR and related municipal codes and ordinances; interviews complainant and witnesses if possible; conducts investigations and provides recommendations for resolution.
- Conducts regular patrol and field investigations of various districts and properties/areas therein in the City for visible violations including but not limited to alterations and work requiring zoning review and/or permit issuance; attempts to make contact at the residence or business in order to resolve violation; issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations;

schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions and negotiations to ensure compliance with appropriate codes and ordinances.

- Prepares evidence in support of legal actions taken by the City; appears and presents before the City Code Magistrate in public hearings as necessary; testifies at hearings and in court proceedings as required.
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draws diagrams and illustrations and takes photographs.
- Prepares a variety of written reports, memos and correspondence related to enforcement activities.
- Patrols City in a City vehicle to identify and evaluate problem areas and/or ordinance violations; may respond in coordination with the City's Animal Control Officer regarding law enforcement department dispatched animal related call outs, and determines proper method to resolve violations.
- May ride along with the Building Official, Zoning Official, Public Works Director or City Manager or designee to provide support for needed field-related inspections or contacts, or called upon to investigate related matters specific to the needs of those staff/departments.
- Attends meetings and serves as a resource to other City departments, general public and outside agencies in the enforcement of the LDR, City Ordinances and International Property Maintenance Code; provides research documentation for meetings; interprets and explains City codes and regulations to members of the general public, contractors, business owners and other interested groups in the field, over the counter and on the phone.
- Operates a computer database to enter, process and acquire data relative to complaints, inspection sites, and effective code enforcement; researches complaints.
- Locates vacant residences and businesses; posts at property if necessary; checks vacant building regularly for vagrants, transients and other forms of safety health issues.
- Serves as the point of contact for registration of properties with mortgages in default.
- Makes contact with businesses which have failed to secure or renew a Business Tax Receipt, or which may need an inspection specific to their BTR records, in conjunction with the City Clerk's Office.
- Assists other City Hall Annex Department staff to provide building and customer coverage, and to collaborate with fellow Annex co-workers specific to matters which relate back to code implementation in a team-orientated manner.
- Performs related duties as required.

Minimum Qualifications and Requirements

Education and Experience

- High school diploma or equivalent.
- Two years of previous experience in municipal code enforcement, residential and/or commercial building construction, building inspection, plan checking and/or enforcement of building codes.
- Must have or obtain within 12 months of employment: Certified Level 1 Code Inspector as defined by Florida Association of Code Enforcement, (FACE); obtain Level 2 certification by 24 months of employment; and obtain Level 3 certification by 36 months of employment.
- Must have valid State of Florida driver's license.
- Must pass a background check and drug test.

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; strong interpersonal skills and ability to de-escalate conflicts which may arise in the office or the field as a result of enforcing codes.
- Ability to read and understand civil-engineered and/or architectural plans.
- May have to work overtime hours in the event of an emergency or if needed.
- Ability to safely operate a City vehicle.
- Computer literacy in Microsoft Word and Outlook and other City data-base software.
- Valid Florida driver's license and a clear driving record for the past three years.

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 pounds; 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 City of Live Oak reserves the right to update and/or change this job description at any time. The City of Live Oak is an equal Employment Opportunity employer and Drug-Free Workplace.