

JOB DESCRIPTION

I. ZONING & CODE COMPLIANCE SPECIALIST

REVISED: 09/2024
PAYGRADE: 12

STATUS: NON-EXEMPT

- II. JOB DESCRIPTION:** This position requires extensive customer service and interaction with the general public. The primary duties of this position include performing specialized work enforcing codes and ordinances and reviewing various permits for zoning compliance. This position reports to and is under the direct supervision of the Development Services Director.

III. ESSENTIAL JOB FUNCTIONS

1. Inspects and investigates potential violations of City codes that have been reported to determine if a violation has occurred; proactively patrols locations for code violations during the course of duties.
2. Processes City related permit applications including, but not limited to minor site plan reviews, special events, and temporary signs; communicates with permit applicants throughout the permitting and development process with accurate and timely information.
3. Performs field inspections and re-inspection to determine code compliance.
4. May review business tax applications, home business taxes, zoning verifications, annual Christmas parade permits, and various other permits; responds to requests regarding zoning information.
5. Required to perform a considerable amount of data entry. Develops case files for all complaints and code enforcement cases; maintains detailed records, develops reports, prepares a descriptive summary of conditions and findings regarding each case investigation to document potential violations.
6. Prepares and issues notices of violation, notices to appear, code enforcement orders, and liens and prepares affidavits.
7. Prepares and presents cases in front of the Special magistrate at public hearings.
8. Remains current on adoption of new State, County, and City codes, ordinances and regulations.
9. Works in conjunction with other departments that are engaged in code compliance tasks (i.e. ROW permits, drainage, stormwater, building codes, fire codes, and county health codes).
10. May process billing, invoicing, lien searches, various information requests, and other research and technical assistance as needed for the Department.
11. Responds to inquiries from the general public concerning zoning and code enforcement and compliance issues in a timely fashion.
12. Assists in annual reports; coordinates with and transmits information for various agencies.
13. Builds rapport with citizens and business owners/employees.
14. Performs manual labor in the removal of illegal signs from rights-of-way and their

- disposal and may be required to investigate littering sites.
15. Shall be available for rotating schedules for performing duties on weekends if needed.

IV. **NONESSENTIAL JOB FUNCTIONS:**

1. Assists other City Departments as requested and needed.

IV. **SERVICE:**

1. Reports to work at the assigned time, appropriately dressed, and proceeds with job function unless otherwise directed.
2. Direct contact with citizens, elected and appointed officials, developers and contractors in person, over the telephone, and through written correspondence.
3. Direct contact with employees of other departments, in person, over the telephone, and through written correspondence.
4. Must communicate clearly and courteously to assist others in person, by phone, and through written correspondence.

VI. **FUNCTIONS AND ACTIVITIES FOR EACH ESSENTIAL JOB FUNCTION:**
Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.

This employee must be capable of accomplishing the following tasks: sitting for lengthy periods at a workstation; working with frequent interruptions to assist citizens; moving, bending, stretching, and reaching to access records and files; writing legibly to complete various forms; using manual dexterity and eye coordination for use in computer data entry and calculator manipulations; visually auditing various reports and computer print outs for accuracy; thinking and working independently; communicating clearly and courteously with citizens, employees, governmental contacts, and commissioners, in person, over the telephone and in written form; working varied hours to accommodate meeting times; working under stress associated with meeting multiple deadlines.

VII. **WORK ENVIRONMENT:**

- **This position normally works a four ten-hour day work week, which may include weekends.**

This employee works at a desk in an administrative office, with public contact in person, over the phone, and through written correspondence. The job may require after-hours meeting attendance. This employee *may be* required to work in the event of a declared emergency or major disaster. If not called in, the employee should contact the city immediately after the event to determine when they are expected to return to work. Equipment used includes a desk, telephone, fax machine, calculator, copy machine, personal computer, computer printers, and various computer software programs.

Fieldwork is necessary for conducting research as needed or to verify the site. Operates an assigned motor vehicle; maintains cleanliness of and fuels vehicle; requests services and/or repairs as needed.

VIII. **MINIMUM SKILLS:**

1. Ability to work tactfully and courteously with the public, department heads, and other employees.
2. Ability to follow complete written and oral directions.
3. Ability to operate modern office equipment.
4. Ability to read and understand procedural manuals including, but not limited to computer manuals, City manuals, and City Code books. Ability to present ideas effectively.
5. Ability to perform a variety of clerical procedures as well as compose effective and accurate correspondence, reports, and similar materials.
6. Ability to utilize personal computer software including Word, Excel, and permitting software such as BS&A.
7. Ability to prioritize work and meet multiple deadlines.
8. Ability to think and work independently.
9. Knowledge of City codes, ordinances, policies, and procedures.
10. Knowledge of applicable State laws, including, but not limited to building code, planning and zoning, land development, and code enforcement.
11. Knowledge of government policies and procedures.

IX. MINIMUM QUALIFICATIONS:

	Zoning & Code Compliance Officer (Trainee)	Zoning & Code Compliance Officer I	Zoning & Code Compliance Officer II	Zoning & Code Compliance Officer III
HS Diploma/GED	Required	Required	Required	Required
Experience	Minimum of one (1) year of practical experience in an environment that has provided some front-line customer service with the public, carrying out written instruction and writing reports or letters of some type.	Minimum of two (2) years of experience in planning, zoning, and/or code enforcement. Two years of equivalent training (vocational, technical, or college) combinations of education and experience may be considered—extensive knowledge of building permitting and land development process. Participation in the review of minor and major site plans for zoning compliance.	Minimum of three (3) years of experience in planning, zoning, and/or code enforcement. Two-year degree or equivalent training (vocational, technical, or college) combinations of education and experience may be considered. Extensive knowledge of building permitting and land development processes. Minimum of two (2) years' participation in reviewing and evaluating minor and major site plans for zoning compliance.	Five (5) years of planning, zoning, and/or code enforcement experience. Four-year degree or equivalent training (vocational, technical, or college) combinations of education and experience may be considered—extensive knowledge of building permitting and land development process. Minimum of four (4) years' participation in reviewing and evaluating minor and major site plans.
Required Certifications	Requires FEMA NIMS IS-100, IS700, IS-200, and IS-800	Complete at least two (2) FEMA Courses.	Minimum of four (4) FEMA Courses and ISO-approved training	Minimum of six (6) FEMA Courses

	certification within twelve months of employment; requires (FACE) Florida Association of Code Enforcement - Fundamentals of Code Enforcement certification within one year to maintain employment.	Complete 2 nd FACE Code Enforcement Course	classes on Elevation Certificates (EC) Complete 3 rd FACE Code Enforcement Course	Complete the 4 th FACE Code Enforcement Course and the FACE Professional (CEP) Certificate Complete International Code Council (ICC) Certification
Pay Grade	11	12	13	14

X. **PROFESSIONAL LICENSES:**

1. Valid Florida Driver's License.

XI. **RESIDENCY REQUIREMENT:**

No residency requirement; must have a telephone.

XII. **SAFETY EQUIPMENT:**

Knowledge of the location and operation of fire extinguishers.

XIII. **CITY VEHICLE:**

Not Assigned

XIV. **NOTE:**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e.: emergencies, changes in personnel, workload, rush jobs, or technological developments).

Supervisor Signature / Date

Employee Signature / Date