

JOB TITLE: Coordinator, Code Compliance

JOB CODE: 10.35

GRADE: 17

CLASSIFICATION: Exempt

PURPOSE OF THE POSITION: The purpose of this position is to assist the Manager, Zoning and Code Compliance in planning, organizing, directing, supervising and managing the City's Code Compliance Program. The incumbent coordinates the code compliance staff's inspections of City property and housing for conformance with City and State housing, zoning, building and related codes and ordinances and represents the Manager, Zoning and Code Compliance to neighborhood associations, other public organizations and other governmental entities as appropriate.

MINIMUM QUALIFICATIONS: An Associate Degree from an accredited college or university with course work in urban/regional planning, building construction, or related field, plus four (4) years experience as a building inspector, foreman/forewoman, construction superintendent/manager, code compliance official, or licensed contractor; or the equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities. The incumbent must have, or be able to obtain within one (1) year of employment in the position, Rehabilitation and Housing Certification and within two (2) years of employment in the position, Level I and Level II Florida Association of Code Enforcement (FACE) Certification. Completion of a supervisory training course within one (1) year of employment is required. Possession of and ability to maintain a valid State of Florida Driver's License is required.

SPECIAL REQUIREMENTS:

- Knowledge of the principles, procedures, processes, practices and legal issues relating to zoning and code compliance operations and administration.
- Knowledge of state and local laws, City ordinances, and other applicable regulations, standards and requirements relating to zoning, code compliance, and related issues.
- Knowledge of the management, operational, administrative, political, environmental, and other issues pertaining to the City's Zoning and Code Compliance Programs.
- Knowledge of municipal government, boards, councils, commissions and similar bodies and their functions related to zoning and code compliance.
- Knowledge of the Housing Code, the Unsafe Building Abatement Code and other applicable state, county and City codes.
- Knowledge of potential safety hazards and applicable safety precautions associated with code compliance programs and activities.
- Ability to supervise, coordinate and evaluate the work of subordinate staff.
- Ability to deal with citizens in high stress situations in a courteous, diplomatic and effective fashion.
- Ability to identify needed program improvements and to prepare and present coherent, fiscally responsible and technically sound plans of action to address effectively needed improvements.
- Ability to communicate effectively and clearly, both orally and in writing.

- Ability to establish and maintain effective working relationships with other Building, Zoning and Code Compliance Department staff, senior staff or other City departments and offices, consultants, vendors, contractors, members of neighborhood associations, other community based groups in both the public and private sector and other members of the public.

ESSENTIAL FUNCTIONS:

- Assists the Manager, Zoning and Code Compliance in planning, directing, managing, supervising and evaluating City Code Compliance Programs, activities and staff.
- Reviews notices of code violations for conformance with applicable laws, ordinances, regulations, policies and procedures and issues citations based upon professional judgment of issues.
- Prepares cases for presentation before the Code Compliance Special Master, presents cases and performs follow-up as required to ensure with Decisions and Orders.
- Acts for the Manager, Zoning and Code Compliance as assigned.
- As assigned, represents the Manager, Zoning and Code Compliance and interprets the City's Code Compliance Program to neighborhood associations and other community based groups, at various public forums, and elsewhere as required.
- Plans and conducts special studies and projects as assigned, including the preparation and presentation of reports, findings and recommendations.
- Assists the Manager, Zoning and Code Compliance in developing current and long range plans, including new and/or revised codes, to meet the City's current and future needs.
- Assists the Manager, Zoning and Code Compliance in the management of the City's lot mowing, demolition and unsafe building abatement programs.
- Coordinates other code compliance and related programs and/or activities as assigned.
- Preparation and submits required periodic and special operating reports.
- Makes periodic reports to the Manager, Zoning and Code Compliance on the status of Code Compliance Program activities, including recommending and prioritizing needed improvements.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Contacts are an essential component of this position. The incumbent interacts frequently with officials of other City and County departments, members of neighborhood associations, other community based groups and other members of the public, to address and resolve code compliance issues and to explain the operation and functioning of the City's Code Compliance Program. Substantial diplomatic skill is required to deal credibly, diplomatically and effectively with public inquiries and concerns about code compliance issues.

SUPERVISION RECEIVED: Works under the general supervision of the Department Head or designated representative. Considerable independent judgment and initiative are required. Supervision is minimal concerning day-to-day activities. Work is reviewed retrospectively for conformance with state statutes, City ordinances, City and Departmental policy and other applicable regulations. Incumbent is expected to use and is given considerable latitude for

discretion, independent judgment and ingenuity in planning and executing the work.

SUPERVISION EXERCISED: Assists the Manager, Zoning and Code Compliance in assigning, directing, supervising and evaluating the work of Code Compliance Technicians or Inspectors.

PHYSICAL REQUIREMENTS: This is generally managerial office work, usually requiring limited physical exertion. However, the work requires occasional light physical activity, especially when touring or inspecting facilities for which the incumbent has management responsibility. In this context, some lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, crouching or similar activity may be required. Because the work entails potential safety hazards, precautions must be understood and observed to avoid injury. Exposure to a wide variety of weather conditions is common. Visual acuity and manual dexterity are required to inspect structures and exteriors for conformance with codes, specifications and other requirements, as well as for reviewing computer and written files and other documents and for reviewing the work of others. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.