

**MAJOR FUNCTION**

This is advanced technical investigative work inspecting single, and multiple dwellings, and other structures and properties to ascertain compliance with, and enforcement of, municipal housing and other related codes and ordinances. Incumbents also respond to citizen and neighborhood issues, inquiries or complaints and work with departments to resolve issues and concerns of citizens. Duties are performed in accordance with established ordinances, policies, and procedures. Work is performed under the general supervision of an administrative superior; however, the incumbent is expected to exercise independent judgment and discretion, tact, patience, and self-control under trying circumstances in performing work. Work is reviewed through analysis of reports, observations, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Inspects single/multiple family dwellings and other structures and properties for compliance with municipal codes, ordinances, and regulations based upon complaints received and/or special geographic targeting of areas within the City. Provides direct contact to property owners or renters regarding violations relating to health, safety, and aesthetic concerns. Researches property ownership through formal and informal channels. Handles volatile situations regarding code violations and resolutions with property owners, tenants and citizen complaints. Videotapes and posts cases for code board hearings. Assists in preparing evidence for the prosecution of violators of the standard housing code and related municipal ordinances and regulations. Provides testimony concerning code violations before the Municipal Code Board, special magistrates, and circuit court judges. Enforces the sign ordinance through identification and removal of illegal signage throughout the City. Conducts surveys and collects data on operational and administrative problems and procedures regarding the services offered by Neighborhood and Community Services and other departments. Participates with the Nuisance Abatement Team, Neighborhood Service Team, Crime Watch and Police Patrol Teams, Public Works, Growth Management, Fire Department, Water and Sewer, and Solid Waste Teams to correct code, health and safety, and infrastructure issues in neighborhoods. Interacts with other government agencies (Leon County's Mosquito Control; Public Works; Health Department; state departments: Consumer Service, Agriculture, Environmental Protection and Revenue; and federal HUD representatives) to resolve code and neighborhood issues. Performs related work as required.

**Other Important Duties**

Attends Neighborhood and Crime Watch meetings to discuss the code enforcement program, enlist neighborhood scouts, assist with inspection efforts and address questions or concerns regarding the process and specific situations. Coordinates volunteer program activities associated with special projects, beautification projects, neighborhood clean-up projects and rehabilitation/retrofit programs. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of appropriate City codes and ordinances. Thorough knowledge of all phases of building construction, including a working knowledge of plumbing and electricity. Considerable knowledge of the City's geography. Considerable knowledge of modern office procedures, practices, and equipment. Thorough knowledge of municipal housing codes, laws, rules, and regulations. Ability to plan, organize, and maintain a workflow consistent with work demands. Considerable ability to comprehend, interpret and technically apply City codes and ordinances. Ability to recognize and define structural, safety, health, fire, and other living hazards in permanent and temporary dwellings. Ability to communicate effectively, clearly and concisely, both orally and in writing. Ability to work effectively under stress. Ability to exercise considerable judgment in making decisions in accordance with laws,

rules, policies, and procedures. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to use good judgment and tact in contacting and securing the cooperation and compliance of property owners, contractors, the public, and tenants. Ability to enforce ordinances and other regulations with firmness, tact, and impartiality. Ability to use a microcomputer and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of skilled craft or technical experience in the building or housing construction industry, code enforcement, or building or housing inspection area; or an equivalent combination of training and experience.

Necessary Special Requirement

Within one year of employment, must obtain certification as a Property Maintenance and Housing Inspector from the International Code Council, and complete Level One of the Florida Association of Code Enforcement's (FACE) training program, as a condition of continued employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 09-23-97  
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08-29-03  
10-03-03\*  
07-19-06  
07-13-09\*