

MAJOR FUNCTION

This is specialized field work involving administrative, educational, training and supervisory duties in the Neighborhood Preservation Division. An employee assigned to a position in this class will develop and provide training to assigned staff and supervise day-to-day field operations associated with the enforcement of City codes and applicable Florida Statutes. The employee will also provide specialized law enforcement and public interaction training to staff in other units of the department, as is needed. Work is performed independently under the general supervision of the Code Enforcement Administrator. Performance is evaluated based on oral and written reports and observation of results obtained.

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

Supervises code enforcement activities in the City through delegation to staff; checks procedures followed; reports problems to Code Enforcement Administrator and assists in tactical and strategic planning for the work unit. Trains and supervises staff in program procedures, state laws, local ordinances, and Florida Administrative Code mandates. Provides verbal and written information to citizens regarding code enforcement procedures, related laws and complaint resolution. Evaluates supervised personnel in writing, and makes recommendations for hiring, disciplinary action, and dismissal. Develops and implements new programs and concepts designed to improve the field programs. Trains staff to issue citations in the safest, most effective and efficient manner, and to interpret the City and state codes to the public. Reviews documentation of work performed by subordinates. Ensures proper certification of staff. Provides specialized law enforcement and public interaction training to staff in other units of the department, such as Animal Control, as is needed. Performs related work as required.

Other Important Duties

Reviews recent developments, current literature and other sources of information in order to keep the employee development initiatives current. Serves as team leader for an inter-divisional training advisory group. Works with external consultants in implementing training and organizational development programs and may locate appropriate service providers as necessary and assist with development of training proposals and direct provision of training. Attends meetings and serves on committees and cross-functional teams as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of approved principles and practices of code enforcement and law enforcement work. Considerable knowledge of laws and ordinances governing code enforcement programs. Knowledge of modern supervisory techniques. Knowledge of court procedures, enforcement practices, and the ability to relate this knowledge to others. Knowledge of the safe and efficient use of assigned equipment. Knowledge of business English, spelling and arithmetic. Ability to supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to enforce the local code enforcement ordinance and explain regulations to the public with tact, courtesy, firmness and impartiality. Ability to use microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in building construction, criminal justice, engineering, business or public administration, real estate development, one of the social sciences or a related field and three years of technical, staff or administrative experience in code enforcement, building inspection,

housing rehabilitation, law enforcement or a construction trade; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Within one year of employment, must obtain certification as a Rehabilitation Inspector or Rehabilitation and Preservation Inspector for residential units from the Southern Building Code Congress International, and complete Level One of the Florida Association of Code Enforcement's (FACE) training program.

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

Established: 06-08-00

Revised: 03-23-01

12-10-03*

09-15-09*