

**CITY OF BELLE GLADE
CLASS DESCRIPTION**

CLASS TITLE: CODE ENFORCEMENT OFFICER

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to enforce compliance with building codes. The class is responsible for providing information, inspecting structures, reporting code violations, and taking code enforcement actions. The class works within a general outline of work to be performed, and develops work methods and sequences under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Researches and maintains currency in all applicable building codes; advises citizens and building professionals on construction requirements.

Performs on-site inspections to ensure compliance with all applicable building codes; inspects business establishments for proper licenses; issues licenses and permits.

Reviews plans and specifications; advises citizens and building professionals on needed changes or corrections to meet codes.

Responds to complaints of code violations; inspects and verifies compliance or non-compliance with applicable codes; takes action to ensure code compliance.

Resolves disputes over provisions of codes when required.

Prepares logs, forms, and reports documenting results of inspections and other events or activities.

Attends staff meetings to exchange information; attends classes or seminars to improve knowledge and skills.

Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Requires summarizing, tabulating, or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

CODE ENFORCEMENT OFFICER

PEOPLE INVOLVEMENT: People include coworkers, workers in other areas or agencies and the general public.

Requires giving information, guidance, or assistance to people, which directly facilitates task accomplishment.

INVOLVEMENT WITH THINGS: Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

Requires handling or using machines, tools, or equipment requiring brief instruction or experience such as computers for data entry, fax, copiers, or other similar equipment; may service office machines including such actions as adding paper and changing toner.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS: Reasoning requires consideration of factors and variables to derive solutions to problems.

Requires performing coordinating work involving guidelines and rules with constant problem solving.

MATHEMATICAL REQUIREMENTS: Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

LANGUAGE REQUIREMENTS: Language involves the ability to read, write, and speak.

Requires reading technical instructions, procedures manuals, and charts to solve practical problems such as construction code requirements and methods and procedures for inspecting; composing routine and specialized reports, forms, and business letters, with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS: Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Requires performing technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

CODE ENFORCEMENT OFFICER

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Vocational/Educational preparation includes job specific training and education that may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job. Nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

Requires High School Diploma or GED and formal training, special courses, or self-education equivalent to satisfactory completion of one year of college education or specialized advanced training in engineering, construction, or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES: Special Certifications and Licenses refer to state, federal, or professional certifications or licenses required to enter or maintain the job.

Code Enforcement certification; or able to obtain certification within 6 months of employment.

EXPERIENCE REQUIREMENTS: Experience refers to the amount of work experience that is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires over one year and up to and including two years.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

ENVIRONMENTAL HAZARDS: Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job may risk exposure to extreme heat and/or cold, bright/dim light, dusts and pollen, wet or humid conditions, extreme noise levels, animals/wildlife, fumes and/or noxious odors, traffic, moving machinery, electrical shock, and heights.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

CODE ENFORCEMENT OFFICER

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS: Judgments and decisions refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Requires being responsible to guide others, requiring frequent decisions, affecting the individual, coworkers, and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.

ADA COMPLIANCE

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.