



**CODE ENFORCEMENT OFFICER  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Code Enforcement Officer	<b>CLASSIFICATION:</b> Officials/Administrators	<b>IMMEDIATE SUPERVISOR:</b> Community Development Administrator
<b>PAY GRADE:</b> 116 (Trainee), 118(I), 120 (II), 122 (III/IV) cert. levels.	<b>DEPT:</b> 2410 Community Development / Code Enforcement	<b>STATUS:</b> <u>FT</u> <u>PT</u> <b>EXEMPT</b> <u>NON-EXEMPT</u> <b>BARG UNIT</b> <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Performs responsible technical work to ensure compliance with Village Code of Ordinances and State minimum housing standards. Conducts field inspections and investigates related complaints. Work is performed under the supervision of the Community Development Administrator and requires strong communication skills and the ability to exercise a considerable degree of independent judgment.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs daily inspections of residential, commercial and industrial properties to ensure conformance with Village Code of Ordinances.
- Processes documents, notifications, mailings in compliance with Florida Statutes.
- Investigates complaints regarding code issues that may include violations, determines their validity and initiates appropriate follow-up activities.
- Responds to inquiries and questions from home and property owners.
- Interviews property owners, tenants and complainants, recommends measures for addressing code issues and/or correcting violations.
- Communicates clearly and professionally the Village Code of Ordinances to an audience which may include a home or business owner or other interested party.
- Prepares and implements daily documents. Prepares reports and maintains records, written and computer based.
- Inputs information into database and maintains updates and accuracy of information to document code violations or information pertaining to an address.
- Prepares and implements monthly hearing mailings and documents.
- Attends and presents accurate and complete cases to the Special Magistrate.
- Is part of the pre and post declared event team for evaluating damage to residential and commercial areas.
- Trained in NIMS
- Must be able to work occasional evening and weekend schedule

**OTHER DUTIES:**

- Attends and represents the Village at related board meetings and public hearings.
- Performs other related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS:**

### Education and Experience:

- High school diploma or equivalent; and
- Prefer two (2) years progressively responsible field experience, preferably in municipal code enforcement, and certified Level I, or ability to get Level I within one year of date of hire.
- Any related combination of training and experience.

### Knowledge, Skills and Abilities:

- Ability to maintain professionalism while involved in situations which may involve confrontation or possible escalated emotional situations.
- Knowledge of Village Code of Ordinances, and the legal procedures for enforcement.
- Knowledge of building construction.
- Knowledge of investigative procedures and documentation.
- Some knowledge of computers, office equipment and practices.
- Ability to research ownership and other pertinent case information from Palm Beach County Property Appraiser and Palm Beach County Clerk of Court.
- Ability to read and interpret building and site plans, plats, maps and legal descriptions.
- Ability to conduct inspections, effectively communicate orally and in writing, and follow professional protocol.
- Ability to interact with the public fairly and impartially, including but not limited to an adversarial environment.
- Ability to make accurate field measurements.
- Ability to establish and maintain effective working relationships with other employees, departments, government officials, and the public.
- Ability to prepare reports and maintain records.

## **SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one by the date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.
- There will be four (4) different levels of Code Enforcement Inspectors. No more than one certification can be completed on any given Fiscal Year. Prefer Florida Association of Code Enforcement (FACE) Level II, III/ IV certification, or ability to obtain next level within one year of hire date.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 35 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

**TOOLS & EQUIPMENT USED:**

Village Code of Ordinances, State of Florida minimum housing standards, building and site plans, plats, maps, computer, Ipad, printer, smart phone, telephone, calculator, sound meter, camera, television, video camera/recorder, and other related equipment.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, walking on uneven surfaces, grass, unpaved areas, wet or slick surface, muddy areas, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes, vibration, dust, pollen, airborne particles, rain, traffic hazards, bright/dim light and temperature extremes. The noise level in the work environment is generally quite while in the office, and moderately noisy to loud when in the field.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and reference check, DMV, background/criminal check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB HISTORY:**

Revised 04/22/04; 10/27/06; 10/27/08; 12/31/09; 10/08/13; 02/03/17; 05/17/24

