



JOB ANNOUNCEMENT

City of Treasure Island, Florida

CODE ENFORCEMENT INSPECTOR

DEPARTMENT:	Community Development	JOB TYPE:	Full Time, Non-Exempt
SALARY:	\$19.10 - \$27.89/hour	PAY GRADE:	13
VACANCY DATE:	Immediate	CLOSING DATE:	Open Until Filled

GENERAL DESCRIPTION

Skilled field inspection and code enforcement work in securing compliance with all laws, regulations, and ordinances governing land, existing buildings and uses, and related environmental conditions. Employee works independently in the field and office. Employee is responsible for making decisions requiring considerable technical judgment, as work as exercising tact, firmness, and initiative is required during often sensitive contact and/or communication with property owners and the public. Work hours will vary, including weekends, evenings, and some holidays. Work is performed under the general direction of the Community Development Director.

ESSENTIAL JOB FUNCTIONS

- Conducts inspections and examinations of properties and their related uses to determine compliance with applicable laws, codes, regulations, and ordinances.
- Conducts inspections and investigates complaints regarding City Code and land development code violations; schedules routine and follow-up inspections, conducts periodic neighborhood surveys to determine violations.
- Conducts inspections relating to the right to occupy and use real or tangible property or structures which are in violation of applicable laws, codes, or regulations.
- Conducts inspections relating to acts of persons in violation of laws, codes, and regulations relating to any environmental factors affecting the life, health, and welfare of the community.
- Prepares reports of findings. Prepares and mails out correspondence and notices to occupants and owners as described by Florida Statutes. Posts all properties which are scheduled for a Code Enforcement Hearing. Work may involve the review of building permit applications for issues related to code enforcement.
- Prepares and maintains records and written reports of findings and initiates correspondence and violation notices listing the violations and ordering that appropriate remedial action be taken.
- Prepares and maintains various records through the use of a laptop computer, keyboard, mouse, and electronic tablet to accurately enter data and type records.
- Tracks all code cases pertaining to deadlines for achieving compliance.
- Schedules code cases for code enforcement board and/or special magistrate. Prepares meeting

agendas and handles mail-out for agendas.

- Initiates Code Enforcement Board and/or Special Magistrate action against owners failing to comply and serves as a witness against the offender during public hearings, which are usually televised. In addition to the inspection of property for code compliance, employee shall be responsible for the preparation of the paperwork necessary for preparing a case for review before the Code Enforcement Board and/or Special Magistrate. Employee shall present such cases to the Code Enforcement Board and/or Special Magistrate and shall perform all follow-up as required to complete each case.
- Attends civic and public meetings for the purpose explaining various processes, laws, codes, ordinances, and regulations.
- Acts as liaison between various City Departments, the business community, property owners and the public with respect to providing code enforcement.
- Utilizes laptop computer, electronic tablet, document management systems, ability to read and interpret site plans, aerial photographs and documents located in the permit database system.
- Research records to identify legal ownership, locations, land use classifications, and any previous city or court proceedings involving properties having code violations.
- May be assigned duties related to permit processing and issuance.
- Conducts inspections and examinations of properties and their related uses to determine damage post natural disaster event using applicable damage assessment software located on City-owned electronic tablet.
- Performs related work as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

MINIMUM QUALIFICATIONS

- Must be eighteen years of age or older.
- Must have a high school diploma or GED equivalency.
- Must have three years of experience as a Code Enforcement Inspector or its equivalent.
- Certification as a Building Inspector or a minimum of two years of Journeyman-level experience in building construction and repair is desirable and can substitute for one year of experience as a Codes Enforcement Inspector.
- An equivalent combination of education, training, and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have scheduling flexibility and be able to work variable shifts including weekdays, weekends, evenings, and some holidays.
- Knowledge of federal, state, and local housing, zoning, and related environmental laws, regulations, and ordinances.
- Knowledge of building maintenance practices.
- Skill in the operation of a computer and associated programs and data systems, microfiche viewer, camera, and other modern office equipment used for researching and recording information.

- Ability to retrieve information using a variety of source materials and to prepare and maintain moderately complex records, reports, case files, and filing systems.
- Knowledge of word processing, spreadsheet and database software.
- Ability to inspect properties for compliance with code, interpret and enforce laws, regulations, and codes with firmness, tact, and impartiality.
- Ability to exercise good judgment and discretion in applying and interpreting departmental rules, regulations, policies, and procedures.
- Ability to communicate and testify clearly and concisely, orally, and in writing to individuals and larger groups, and to understand and follow oral and written instructions.
- Ability to effectively handle interaction with citizens and contractors in person and via email and telephone.
- Ability to establish and maintain effective working relationships with employees and the public as necessitated by the work.
- Ability to maintain information of a sensitive and/or confidential nature.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Valid Florida Driver's License.
- FACE certification required within one (1) year from date of hire.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- This position requires a medium level of physical activity and requires the ability to use up to 40 pounds of force occasionally and up to 10 pounds of force frequently.
- This position requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, bending, standing, and crouching.

ENVIRONMENTAL CONDITIONS

Employee is subject to inside and outside activities with no effective protection from weather changes. Employee subjected to atmospheric conditions, job hazards, and noise.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.