



JOB DESCRIPTION

City of Treasure Island, Florida

CODE COMPLIANCE INSPECTOR

DEPARTMENT: Community Development **JOB TYPE:** Full Time, Non-Exempt
SALARY: \$19.67 - \$29.00/hour **PAY GRADE:** 13

GENERAL DESCRIPTION

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 and is responsible for making decisions requiring considerable technical judgment as well as exercising tact, firmness, and initiative during often sensitive contact with property owners. Work is performed under the general direction of the Community Development Director. Hours will vary including weekends, evenings, and some holidays.

ESSENTIAL JOB FUNCTIONS

- Conducts inspections of properties and their related uses and investigates complaints to determine compliance with applicable laws, codes, regulations, and ordinances; schedules routine and follow-up inspections, conducts 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, safety, and welfare of the community.
- Tracks all code cases pertaining to deadlines for achieving compliance. Schedules code cases for code enforcement board or special magistrate.
- Initiates Code Enforcement Board or Special Magistrate action against owners failing to comply and serves as a witness against the offender during public hearings, which may be televised.
- Employee shall present such cases to the Code Enforcement Board or Special Magistrate and shall perform all follow-up as required to complete each case.
- Manages the Short-Term Rental Compliance Program, which entails conducting research and site visits. May result in providing sworn testimony before a Code Enforcement Board or Special Magistrate.

- Research records to identify historical documentation, legal ownership, locations, land use classifications, and any previous city, county or court proceedings involving properties having code violations.
- Initiates correspondence and violation notices listing the violations and ordering that appropriate remedial action be taken.
- Create, search, record, prepare and maintain records using modern technology to accurately enter data, compose and type correspondence, including violation notices, local business tax receipts, lien searches, permit reporting and similar documents.
- Employee shall be responsible for the preparation of the paperwork necessary for preparing a case for review before the Code Enforcement Board or Special Magistrate.
- Prepares and mails out correspondence and notices to occupants and owners as regulated by Florida Statutes. Posts all properties which are scheduled for Code Enforcement Hearings.
- Acts as one of the central point of contacts for all permits processed by the Department to include status disposition, and location of each.
- Prepares and submits code enforcement reports and other statistical data on a regular basis.
- Processes lien searches.
- Work may involve the review of building permit applications for issues related to code enforcement.
- Serves as an ambassador for the City and must conduct all public engagement with courtesy and professionalism.
- Responsible for fielding inquiries, often of a technical nature, and responding quickly and clearly.
- Acts as liaison between and collaborates with other city divisions and departments, the business community and property owners with respect to providing code enforcement.
- Schedules building inspections, process results, monitor inspection activities, and if required, notify customers by phone and email of needed plan corrections.
- Answers inquiries in-person, by phone, video conferencing, and by email related to short term rentals, business tax licensing, lien searches, contractor licensing, permitting and code enforcement and building inspections in the City.
- Attends civic and public meetings for the purpose explaining various processes, laws, codes, ordinances, and regulations.
- Performs and assists the Director and staff in the operation of the Community Development Department office.
- Permit Technician front counter relief when required.
- 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 one year of experience as a Code Enforcement Inspector or its equivalent.
- Must have one year customer service experience.
- Building Inspector experience or a minimum of one-year of Journeyman-level experience in building trades and construction is desirable.
- Equivalent combination of relevant education and experience may be substituted as appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES

- 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, associated programs and data systems, camera, and other office equipment used for researching and recording information.
- Must have excellent skills in Microsoft Word, Excel, and other database experience. Testing may be required at the discretion of the Director.
- Ability to retrieve information using a variety of source materials and to prepare and maintain moderately complex records, reports, case files, and filing systems.
- 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, property owners, business community and other city departments in person, telephone and email.
- 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 nature.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Valid Florida Driver's License.
- Level 1 F.A.C.E. 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.