



CODE ENFORCEMENT OFFICER I
FLSA: Non-Exempt
Grade 24 \$44,025.68 - \$70,441.10

GENERAL DEFINITION

Entry-level work in inspections of land and building use for conformity with zoning rules, ordinances, and regulations. Investigates complaints and makes recommendations to resolve any complaints concerning code violations. Provides technical support or assistance to contractors and property owners as necessary. Performs routine patrols of assigned areas. Issues warnings and citations for violations. Prepares cases for presentation and testifies as necessary for the Code Enforcement Board.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Enforces all aspects of the City Code of Ordinance, and any related state or federal regulatory standards relevant to the subject property.
- Performs plans review in assisting with the City's zoning compliance functions.
- Identifies code violations and issues courtesy notices, warning citations and citations for said violation(s).
- Conducts landscape inspections to ensure code compliance; perform final inspections regarding zoning compliance.
- Issues various permits, e.g., tree removal, special use permits.
- Review occupational license applications; participates in development review meetings.
- Provides information and assistance to the general public, commercial interests, and businesses regarding code enforcement issues.
- Performs research where indicated, and responds to public records information requests.
- Operates photography equipment in photographing and documenting visual representations of code violations.
- Requires regular attendance to scheduled work shifts.

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KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of established code, statutes, ordinances and regulations or the ability to acquire this knowledge rapidly.
- Working knowledge of geography, streets and principal locations of the City zoning areas or ability to acquire this knowledge rapidly.
- Working knowledge of Florida Association of Code Enforcement (FACE) principles, practices, and standards regarding municipal code enforcement functions.
- Oral communications skills for application of tact and diplomacy in the disposition of duties.
- Ability to apply sound principles of independent judgment and discretion during inspection activities.
- Ability to work effectively with employees and the public.
- Ability to make presentations before the Code Enforcement Board and Special Master.
- Ability to understand and utilize zoning maps, land use maps, plats, tax rolls, and other documents related to real property.
- Working knowledge of proper landscape practices of tree pruning, planting and landscape inspections.
- Ability to write clear, concise letters and memorandum using standard business English, spelling, and punctuation.
- Ability to establish and maintain effective working relationships with coworkers, management, citizens, and other external entities in a courteous and professional manner.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High School Diploma or GED Certificate and 1 year experience in a related industry, e.g., law enforcement, security, or code enforcement. Must complete and pass Fundamentals of Code Enforcement as provided by the Florida Association of Code Enforcement within one year of assignment to the position. Valid State of Florida Driver's license without restrictions affecting the ability to perform essential job duties.

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PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Traverse rough terrain, walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes a close and peripheral vision and depth perception.
- Oral communications ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date