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|---|---|---|----------------------------|
| <b>Job Title:</b>   | <b>Code Compliance Officer I</b>  |   |                            |
| <b>Department/Group:</b>  | Building Department   | <b>Supervisor:</b>  | Director/Building Official |
| <b>Location:</b>  | Madeira Beach City Hall<br>300 Municipal Drive<br>Madeira Beach, FL 33708 |   |                            |
| <b>Level/Salary Range:</b>  | \$9.50 - \$12.00/hour   | <b>Position Type:</b>   | Full-Time                  |
| <b>HR Contact:</b>  |   | <b>Date Posted:</b>   |                            |
| <b>External Posting URL:</b>  | www.madeirabeachfl.gov  | <b>Posting Expires:</b>   |                            |
| <b>Applications Accepted By:</b>  |   |   |                            |
| <b>FAX OR E-MAIL:</b> (727) 399-1131 OR<br><a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a><br><br><b>Subject Line:</b><br><b>Attention:</b> Human Resources – Recruiting   |   | <b>MAIL:</b><br><br>City of Madeira Beach<br>300 Municipal Drive<br>Madeira Beach, FL 33708 |                            |
| <b>Job Description</b>  |   |   |                            |
| <b>ROLE AND RESPONSIBILITIES</b><br><br>This is a specialized, complaint driven as well as pro-active, field and office work investigating and enforcing codes and ordinances dealing with the general public. Develops and maintains a working relationship with contractors, property owners, residents and tenants to achieve compliance with all federal, state, county and city codes, and ordinances. An incumbent in this class investigates situations for regulatory violations, verifies compliance or non-compliance and drafts and delivers fine citations. Duties include providing assistance and education to the public on ordinance compliance requirements. The incumbent reports to the Department Director/Building Official.   |   |   |                            |
| <ul style="list-style-type: none"> <li>Processes rental inspection applications including scheduling inspections, processing completed inspection reports to the property owners and scheduling follow-up inspections, etc. Reviews for completeness and accuracy. Logs applications information or data into spreadsheet for review.</li> <li>Assists and advises general public in matters relating to building code requirements and status or the process of code compliance concerns including rental inspection program.</li> <li>Answers inquiries in person and by telephone from the public concerning: rental inspections, stop work orders, code compliance concerns, life &amp; health safety codes, etc.</li> <li>Provides customer service, which includes greeting customers, answering phones, responding to requests for information or service and performing other related activities or duties as assigned.</li> <li>Supplies Building Official with monthly reports, code concerns, rental inspection activity, etc. as needed.</li> <li>Maintains various administrative records in compliance with records retention requirements.</li> <li>Electronic scanning and archives inactive building department records and plans.</li> <li>Provides coverage or back-up for the Permit Tech as required.</li> <li>Performing Administrative day to day tasks such as maintaining information files, scanning documents and processing paperwork.</li> <li>Takes code complaints from residents, contractors, deputies.</li> <li>Data entry/record retention for both rental inspection program and building code compliance.</li> <li>Acting as clerk for Building Code Hearings and recording minutes as needed.</li> <li>Maintains a re-inspection data sheet for continued monitoring of both rental inspections and building code compliance concerns.</li> <li>Maintains scheduling and planning for meetings, answering phone calls, and coordinating emails</li> </ul> |   |   |                            |



- Answer questions for employees and general public to inform them of remedies or solutions to their complaints and/or problems.
- Conserve time by researching and routing correspondence, drafting letters and documents, and collecting and analyzing information.
- Related work and/or other duties as required.

### **Qualifications and Education Requirements**

Minimum three (3) years' experience in regulatory compliance and enforcement in a State, County and/or Municipal building department involving extensive public contact; processes and procedures associated with record management practices; general office operations; familiarity with building and property maintenance codes, construction, zoning and code enforcement terminology. The Building Code Compliance Officer requires possession of, or ability to obtain within twelve (12) months of appointment, Permit Technician and Code Enforcement Certifications from the (ICC) International Code Council. Valid Florida Driver's License

### **PREFERRED SKILLS**

The following skills are necessary to perform this position:

- Strong customer service orientation and proven organizational and interpersonal skills.
- Experience working in an office environment preferably in a building department or related field.
- Ability to read and understand reference books and manuals such as; building and code enforcement books, property maintenance codes, life & health safety codes, etc.
- Must have a basic knowledge of building codes, rental inspection, code enforcement, city ordinances, terminology, construction techniques, etc.
- Ability to communicate effectively with the public and other city employees by oral and written means.
- Ability to establish and maintain effective working relationships with CPO's, contractors, public officials, property owners, co-workers and members of the general public.
- Ability to work independently in the absence of supervision.
- Skills in organizing and prioritizing workload.
- Must be organized and detail oriented including planning or scheduling work to be performed
- Ability to operate a variety of office equipment including, but not limited to telephone, fax machine, personal computer, large scanner, postage machine and copier.
- Knowledge of M/S Word and Excel software and other basic computer programs.
- Knowledge of Municode, Munis and BDMS a plus.

### **ADDITIONAL NOTES**

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 20 pounds. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**NOTE:** Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

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| Reviewed By:     |  | Date: |  |
| Approved By:     |  | Date: |  |
| Last Updated By: |  | Date: |  |