

City of Dunedin, Florida
Class Description

JOB TITLE: Code Compliance Inspector
Department of Community Development

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized, complaint driven as well as proactive, field and office work investigating and enforcing codes and ordinances; investigates situations for regulatory violations, verifies compliance or non-compliance, and drafts and delivers citations; provides assistance and education to the public on ordinance compliance requirements. Reports to the Code Compliance Supervisor. This position requires both office and field work and provides limited opportunities for telecommuting.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Inspects residential and commercial properties throughout the City limits on a regular basis for compliance with City codes, ordinances and regulations.

Communicates and interacts with the general public and enforce regulations firmly, diplomatically, and impartially.

Provides technical assistance and information regarding code violation problems and recommends appropriate actions to be taken.

Prepares and issues notices of violation and citations and advises owner of correction process.

Coordinates re-inspection of properties to ensure violation correction and prepares affidavits of compliance as applicable.

Presents cases to the Code Enforcement Board as required.

Gathers information efficiently and maintains case records with accuracy.

ADDITIONAL JOB FUNCTIONS

Performs routine office work as required, including but not limited to answering the

telephone, typing reports and correspondence, copying and filing documents, assisting customers, recording/retrieving data on computer, etc.

Attends classes, seminars, training and workshops to enhance job knowledge and skills as required.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Five (5) years of experience in regulatory compliance and enforcement, or a related field; or an Associate's degree with course work in business, public administration, management, or a related field and three (3) years of responsible experience.

Demonstrated customer service and conflict resolution experience.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

Certification(s) from the Florida Association of Code Enforcement (F.A.C.E.) desirable.

Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Code Compliance Inspector. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to apply proper English usage, grammar, vocabulary and spelling. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the

essential functions of the work. Is able to speak, read and write effectively in English.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and /or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand tools, testing devices, drafting tools, etc.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform moderately complex algebraic and geometric operations; ability to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 30 pounds). Some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and

discrimination as well as oral communications ability.

Environmental Factors: Tasks involve occasional exposure to adverse weather conditions, temperature extremes, wetness/humidity, smoke/dusts/pollen, electric currents, noise extremes, vibrations, machinery hazards.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

George Kinney, AACP

Director of Community Development

Date