

**CITY OF STUART
JOB DESCRIPTION**

Title: CODE ENFORCEMENT OFFICER

Department: Police Department

Division: Operations Division

Job Code: 5040

Grade: H12

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the direction of the Code Enforcement Supervisor and the general supervision of the Operations Division Commander of the Police Department, performs technical work involving the enforcement of municipal codes, license and business code regulations, ordinances, and the Zoning and Land Development Codes. The incumbent conducts field investigations in response to citizen complaints, administers municipal sanitary codes and enforces local zoning regulations. Enforces compliance of license and business codes regulations and administers occupational license. Work is reviewed through written reports and conferences for adherence to established policies, laws, regulations and departmental rules.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Reviews and issues occupational licenses; reviews sign permits for approval.
2. Ensures businesses are in compliance with City's license and business regulation codes; issues citations, notice of violation, courtesy notices and other relevant violations of notices.
3. Interviews property owners, tenants and complaint instigators to determine nature of complaints; prepares reports and findings; issues citations for violations.
4. Prepares necessary documents and other information pertinent to cases going before the Code Enforcement Board; participates in Code Enforcement Board hearings.

Code Enforcement Officer
July 1999
Revised March 2000
Revised November 2000
Revised December 2000
Revised January 2004
Revised August 2013

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5. Ensures site plan compliance; issues citations, notice of violation, courtesy notices and other relevant violations of notices.
6. Enforces property standards and zoning laws; performs field inspections.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED; supplemented by two (2) years of code enforcement work; or an equivalent combination of training and experience. Code Enforcement Level I and Level II certifications preferred.

Possession of a valid Florida Driver's License is required.

B. Knowledge, Abilities and Skills:

Knowledge of municipal zoning, occupational license, signage, sanitary and related ordinances.

Knowledge of City's Code of Ordinances.

Knowledge of the local geography.

Knowledge of investigative skills, and code enforcement practices.

Ability to detect changes and alterations made to existing structures.

Ability to conduct thorough inspections and to prepare and maintain detailed records for use in legal or administrative proceedings.

Ability to read and understand plans and blueprints.

Ability to confer with the general public to explain, interpret and enforce regulations in a tactful, firm and impartial manner.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with other employees and supervisors.

Knowledge of divisional, departmental and municipal rules, regulations, policies and procedures.

Knowledge of rules, regulations, policies, and procedures of the Stuart Police Department.

C. Physical Requirements:

Task involves frequent walking, at times over rough or uneven surfaces, sitting, stretching, pushing, pulling, bending, stooping, standing; some lifting and carrying objects of moderate to heavy weight (30-50 pounds); and/or the operation of vehicles, office equipment, keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires odor perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual and depth perception and discrimination.

Task requires oral communications ability.

Task requires sound perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Police Chief

Received by: _____ Date: _____
Employee