

**CITY OF STUART
JOB DESCRIPTION**

Title: CIVILIAN ENFORCEMENT OFFICER
(Replaces CODE ENFORCEMENT OFFICER)
Department: Police Department
Division Police Community Services Division
Job Code: 5040
Grade: H12
Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the direction of the Civilian Enforcement Unit Supervisor and the general supervision of the Police Community Services Supervisor, 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 and proactively through patrols, 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 observation, conferences, and examination of written reports of results obtained and adherence to established policies and procedures.

Is responsible for the enforcement of City parking ordinances. Tasks are primarily service oriented and include dispensing information, providing assistance through referrals, issuing citations for parking violations, testifying in court, and other limited public safety services. Assists sworn police officers with civil enforcement functions and reporting. The incumbent must be able to act without close supervision and exercise independent judgment. This position requires working various hours to include nights and weekends.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Responds to calls for service and takes action upon observing circumstances requiring attention. Proactively patrols and resolves circumstances requiring attention.
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. Establishes and maintains open lines of communication with the community. Interviews property owners, tenants and complaint instigators to determine nature of complaints; prepares reports and findings; issues citations for violations.

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4. Prepares necessary documents, written reports, and other information pertinent to cases going before the City Magistrate; participates in City Magistrate hearings. Reports orally, or in writing, upon matters of concern to public safety or the City.
5. Testifies and presents evidence in legal and court proceedings.
6. Ensures site plan compliance; issues citations, notice of violation, courtesy notices and other relevant violations of notices.
7. Enforces property standards and zoning laws; performs field inspections.
8. Patrols streets on foot and in vehicle in designated areas of the City, to include residential and business areas for detection of parking violators.
9. Responds to parking complaints as reported throughout the City and attempts to resolve them through enforcement or other appropriate means. Requests officers to respond to traffic crashes, public safety hazards, or the scenes of crime as discovered.
10. Assists police officers when requested with traffic control at traffic crash scenes, fires, and other emergency situations. May be requested to work minor traffic crashes and other civil related police services.
11. Inform citizens of available services in the community.
12. Reports unsafe road conditions.
13. Assists with traffic control at parades and other special events.
14. Educates public about City parking ordinances.
15. Searches for violations of parking laws using techniques such as visual inspection and tire chalking.
16. Makes recommendations for improvement.
17. Regularly patrols city parks to enforce code violations and ensure the safe clean environment of the park for public use.

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

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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 equivalent and two (2) years of code enforcement work or related field; 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 Statutes and city ordinances as they apply to traffic and parking.

Knowledge of City's Code of Ordinances.

Knowledge of investigative skills, and code enforcement practices.

Ability to learn and apply rules, regulations, policies, and procedures of the Stuart Police Department.

Knowledge of First Responder skills and CPR.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively and tactfully with other employees and the general public and work effectively under stressful conditions.

Ability to maintain effective working relationships with other employees and the general public.

Ability to analyze situations quickly and objectively and learn to adapt to changing technologies and practices.

Ability to learn the geography of the City and surrounding areas.

Ability to maintain composure under emergency conditions and exercise discretion.

Ability to detect changes and alterations made to existing structures.

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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.

Skilled in the operation of motor vehicles under normal and adverse conditions.

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. Position may also involve the complex operation of gasoline, electric, or diesel-powered machinery or police equipment requiring the manipulation of multiple controls, fine adjustments, or both.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions, including various weather conditions, noise, and interacting with vehicle traffic.

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