

MAJOR FUNCTION

This is a specialized professional role involving advanced technical, investigative, and administrative coordination duties in the Resilience division. with a focus on code compliance and hazard mitigation. The employee oversees the team that provides specialized enforcement, project coordination, and public engagement in collaboration with other City departments and with external stakeholders to proactively address code violations, hazard mitigation, environmental health, public safety, and community resilience priorities. The employee develops and provides training to and supervises day-to-day field operations associated with the enforcement of City codes and applicable Florida Statutes, as well as the Resilience Officer team efforts to enhance community resilience. Work requires considerable judgement, discretion, and tact and is performed under the direction of the department director. Performance is evaluated based on oral and written reports and observation of results obtained.

ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises resilience/code enforcement officer activities in the City through education, delegation, and team building of staff; checks procedures followed; reports problems to division manager or department director as appropriate and assists in tactical and strategic planning for the work unit. . Collaborates with other departments to further resilience through mitigation and abatement of code violations, environmental health, public safety, and infrastructure issues. Engages and attends neighborhood and community meetings to discuss code enforcement programs, enlist neighborhood scouts, assist with inspection efforts, increase resilience awareness, and address questions or concerns regarding the process and specific situations. Helps coordinate program activities associated with special projects, such as beautification projects, neighborhood clean-up projects and rehabilitation/retrofit programs. Provides verbal and written information to citizens regarding code enforcement procedures, related laws, and complaint resolution. Develops and implements new programs and concepts designed to improve the code enforcement programs. Trains and supervises staff in program procedures, state laws, local ordinances, and Florida Administrative Code mandates. Trains staff to interpret City and State codes to educate the public and to issue citations in the safest, most effective, and efficient manner possible. Trains staff to provide household and neighborhood resilience education and to develop and implement related programming. Reviews documentation of work performed by subordinates. Ensures proper certification of staff. . Evaluates supervised personnel in writing and makes recommendations for hiring disciplinary action and dismissal.

Other Important Duties

Reviews recent developments, current literature, and other sources of information in order to keep employee development initiatives current. Serves as team leader for an inter-divisional training advisory group. Attends and represents the City/department at meetings, conferences, seminars, workshops, public hearings, and other functions as required. Performs essential personnel duties during emergency response Works with external consultants in implementing training and organizational development programs and may locate appropriate service providers as necessary to assist with development of training or provide direct provision of training. Attends meetings and serves on committees and cross-functional teams as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of approved principles and practices of community resilience, hazard mitigation and code enforcement work. Considerable knowledge of laws and ordinances governing code enforcement programs. Knowledge of modern supervisory techniques. Knowledge of court procedures, enforcement practices, and the ability to relate this knowledge to others. Knowledge of

the safe and efficient use of assigned equipment. Knowledge of interface between code enforcement and community resilience. Ability to express oneself clearly and concisely, verbally and in writing. Ability to supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to enforce the local code enforcement ordinance and explain regulations to the public with tact, courtesy, firmness, and impartiality. Ability to use microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in building construction, , engineering, public administration, real estate development, or a related field and three years of technical, staff or administrative experience in code enforcement, building inspection, housing rehabilitation, emergency management, or a construction trade; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of employment.

Within one year of employment, must obtain Florida Association of Code Enforcement (FACE) certification for Administrative Aspects of Code Enforcement, certification in Crime Prevention Through Environmental Design (CPTED), Community Emergency Response Team (CERT) and National Incident Management System (NIMS) as a condition for continued employment

Established: 10-22-22