



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Code Enforcement Officer  
**Department:** Development Services  
**Classification:** 1102  
**Pay grade:** 19C  
**FLSA:** Non-Exempt

**Prepared Date:** 08/2013  
**Approved By:** Jane Tompkins  
Elsa Jaramillo-Velez  
Patrick Salerno



### Summary

Performs technical, office, and field work enforcing Zoning and City codes.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Conducts inspections for violations of applicable ordinances, zoning and City codes. Issues notices of violations and citations. Receives and investigates complaints of zoning and City code violations. Conducts courtesy inspections upon request of attorneys and realtors, and processes required payments.

Assists code violators in achieving compliance. Explains codes and permitting procedures, assists in the completion of necessary forms, and refers to appropriate offices.

Imposes property liens and serves summons, subpoenas, and enforcement orders.

Prepares and presents forms and evidence for prosecution of cases to the Code Enforcement Board and to the Dade County Circuit Court. Gives depositions and/or testimony in Board and Court hearings. Writes reports to justify violations for court cases.

Provides information to other City departments and citizens. Informs the Building Division of violations of the Florida Building Code and OSHA regulations. Assists the Police Department, as needed, in the investigation of criminal activities.

Prepares various reports and correspondence. Maintains files and records. Operates equipment required to successfully complete daily duties and responsibilities.

May be required to work on weekends and/or varying shifts outside of the City's normal business hours.

Participates in hurricane preparedness and disaster survey teams.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

Knowledge of zoning codes, laws, law enforcement, rules and regulations. Knowledge of applicable Federal, State and local ordinances. Knowledge of Florida Statutes regulating the construction industry. Knowledge of building construction codes and practices. Knowledge of ticketing procedures. Ability to conduct code enforcement inspections. Ability to read and interpret construction plans. Ability to read and understand blueprints and architectural drawings. Ability to deal with the public in an effective, professional manner. Ability to use independent judgment. Ability to read, interpret and explain codes, laws, rules, and regulations.

Ability to prepare evidence, maintain records and write reports. Ability to work independently without direct supervision. Ability to use personal computers and operate office equipment. Ability to clearly and coherently communicate orally and thru written communication. Ability to work well with others.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to finger, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.

Work is predominately outdoors and involves inspection of various types of properties, including, construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear a hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

Graduation from high school or possession of an acceptable equivalency diploma. College course work in engineering, building inspection, code enforcement or related field. Two years progressively responsible experience in code inspection and/or construction trades desirable.

A comparable amount of training or experience may be substituted for the minimum qualifications.

F.A.C.E. Level 1 certification must be obtained within 1 year of hire.

Valid Florida Driver's License