



City of Bradenton Job Descriptions

Job Title: CODE ENFORCEMENT OFFICER

Date Prepared:	September 30, 2004
Department/Location:	Planning and Community Development / Community Services & Code Compliance
FLSA Status:	Non-exempt
Supervision Exercised:	None
Supervision Received:	Reports to Community Services and Code Compliance Manager
General Purpose of the Position:	The purpose of this position is to enforce City codes, regulations and standards pertaining to land use and development, property maintenance, substandard housing and structures, and other regulatory requirements pursuant to local, state, and federal requirements and guidelines.

Essential Duties and Responsibilities:

- Inspect multiple properties on a daily basis and respond to citizen and official complaints against properties, uses, and individuals.
- Perform proactive code enforcement inspections to ensure that City codes and ordinances are evenly enforced.
- Prepare case reports and research property history.
- Issue citations and present cases at Code Enforcement Board meetings; testify in courts of law.
- Work closely with the Police and Fire Departments, as well as other departments and outside organizations and agencies.
- Attend meetings with citizen groups.

Skills and Physical Abilities Required:

- Knowledge of municipal housing codes, laws, rules, and regulations.
- Knowledge of Florida Building Code, City Code of Ordinances, local land use and development regulations, Form-Based Code, and functions of all City boards.
- Must have a basic understanding of construction and law enforcement.
- Must be able to use the MUNIS Permit Tracking System.
- Must have excellent written and verbal communication skills, and be able to deal effectively with the public.
- Must be able to effectively resolve conflicts.
- Must be team-oriented.
- Constant standing, walking and climbing; occasional kneeling, bending and stooping.
- Occasional moderate-to-heavy lifting and carrying.
- Frequent driving.

Computer Equipment and Software Requirements: Computer hardware and software programs, telephone, cell phone, digital camera, copy machine, fax machine, calculator, scales, and other office equipment. City vehicle.



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Education and Experience Required: High school diploma or GED equivalent. Possession of and ability to maintain a valid Florida driver's license. Attainment of the Level I Certification (Fundamentals of Code Enforcement) from Florida Association of Code Enforcement (F.A.C.E.) is required within eighteen (18) months of employment. Attainment of Level IV Certification (Officer Safety) of Florida Association of Code Enforcement (F.A.C.E.) is required within thirty-six (36) months of employment. Possession of and ability to maintain a valid Florida driver's license. Employee is eligible for pay increases with each FACE certification attained.

Preferred: Bi-lingual (English/Spanish), International Code Council (I.C.C.) Property Maintenance & Housing Inspector.

Environmental Conditions: Work both indoors and outdoors, in a variety of weather conditions. Occasional exposure to substandard conditions, slippery and/or uneven surfaces, and enclosed areas. Below ground level and multiple story inspections.

Pay Grade: 113 **Salary Range: Minimum:** \$15.26/hour **Maximum:** \$22.89/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:
Department Director _____ **Date** _____

Human Resource Director _____ **Date** _____

- *Updated March 12, 2013
- **Updated February 2014
- ***Updated May 2014
- ****Updated Nov 2015
- *****Updated March 2017