

ZONING COMPLIANCE OFFICER

CODES/PAY GRADE

Class Code: 3811

EEO Code: C

Pay Grade: 118

MAJOR FUNCTION

Specialized technical work of an investigative nature enforcing the County zoning, sign, emergency water restriction, lot maintenance and other related ordinances.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Researches, investigates and resolves complaints and violations with the complainant and violators.

Where possible remove signs from the Right Of Way.

Converses with complainants and violators in person, on the telephone, by E-mail, or by written correspondence.

Issues summonses, and citations when necessary.

Prepares presentations for the CEB (Code Enforcement Board) or court hearings, including all pertinent documents, photos, graphics and other supporting evidence.

Generates notices and case history by computer data entry.

Maintains records of complaints, violations, rechecks, and dispositions. Follows up all complaints and violations until resolved.

Assures that the supervisor and others are apprised of any important, unusual or sensitive areas involved.

Coordinates office work and field investigations with other agencies so as to further enforce all County code compliance efforts.

Attends and testifies at Code Enforcement Board hearings and court hearings.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of zoning, sign, emergency water restriction, lot maintenance, other related ordinances and some building codes.

Ability to locate property using legal descriptions and maps. Ability to interpret the zoning, sign, and lot maintenance ordinances. Ability to research property history and access data using computer databases. Ability to investigate complaints. Ability to deal with the general public in adverse situations, exercising a high degree of tact, diplomacy, and persuasion. Ability to use good judgement in seeking compliance. Ability to communicate effectively with all types of people. Ability to disseminate information to the general public about the ordinances. Ability to prepare written and oral reports on findings. Ability to maintain files. Ability to prepare cases utilizing computer programs. (Zoning Compliance Officer continued)

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and two (2) years experience working with the public in regulatory enforcement, investigative work, complaint processing or other related fields. Must attain Florida Association of Code Enforcement Level I and II certification within three (3) years.

Possession of a valid Florida Driver's License.

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

ADA REQUIREMENTS

Physical Demands: Generally light to medium work. Ability to see, hear, talk; ability to traverse uneven, broken terrain; ability to lift, pull, push. May be required to perform duties in early morning light or at night.

Environmental Demands: Both inside and outside work. Exposure to inclement weather including rain, heat, humidity, cold. Limited exposure to dust, fumes, odors, noise.

Mental Demands: Ability to read and comprehend technical and professional journals, memos, reports, abstracts; maps, plans; legal statutes, ordinances, laws; correspondence. Ability to perform shop math. Ability to write clearly and concisely relaying technical and legal data, information and details to layman. Ability to speak to relay information to layman. Ability to analyze data and develop conclusions. Ability to identify and develop resolutions for problems, violations, etc. Ability to use computers.

Revised 10/94

Revised 5/00

Revised 5/03