

**MAJOR FUNCTION**

This is technical, investigative, and community engagement work supporting the sustainability, resiliency, and code enforcement activities for the City of Tallahassee. Incumbents inspect properties to ascertain compliance with, and enforcement of, municipal codes and ordinances to improve public safety, disaster resilience, environmental health, and quality of life. In collaboration with other departments and agencies, officers help to plan and implement initiatives to achieve code compliance, promote the safety of residents, and preserve properties and the environment. Incumbents also respond to citizen and neighborhood issues, inquiries or complaints and work with departments to resolve issues and concerns of citizens. Duties are performed in accordance with established ordinances, policies, and strategic plans. Work is performed under the general supervision of an administrative superior; however, the incumbent is expected to exercise independent judgment and discretion, tact, patience, and self-control under trying circumstances in performing work. Work is reviewed through analysis of reports, observations, and by results obtained.

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

Supports the planning and implementation of new initiatives for sustainability and resilience. Participates in special task forces and interdepartmental teams to proactively address community issues, correct code violations, and improve public health and safety issues. Inspects single/multiple family dwellings and other structures and properties for compliance with municipal codes, ordinances, and regulations. Makes direct contact with property owners or renters regarding code violations relating to health, safety, and care of premise concerns and assists them in achieving compliance. Handles complex situations regarding code violations and resolutions with property owners, tenants, and citizen complaints. Takes photos, records video, and posts cases for code board hearings. Assists in preparing evidence for the adjudication of violators of the standard housing code and related municipal ordinances and regulations. Provides testimony concerning code violations before the Municipal Code Board, special magistrates, and circuit court judges. Conducts surveys and collects data on operational and administrative problems and procedures regarding the services offered by other departments and agencies. Interacts with other government agencies to resolve land use/building code and neighborhood issues. Assists with training new resilience team members.

**Other Important Duties**

Attends neighborhood and community meetings to discuss and educate the community on code enforcement, sustainability, and resilience. Assists with coordination of program activities associated with special projects, beautification projects, neighborhood clean-up projects and rehabilitation/retrofit programs. Trains, prepares for, and performs essential personnel duties during emergency response, including damage assessments and community recovery efforts. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Interest in creating a strong and vibrant community. Experience supporting and/or participating in multi-agency task forces. Thorough knowledge of appropriate City codes and ordinances. Knowledge of all phases of building construction, including a working knowledge of plumbing and electricity. Considerable knowledge of the City's geography. Considerable knowledge of modern office procedures, practices, and equipment. Thorough knowledge of municipal housing codes, laws, rules, and regulations. Ability to plan, organize, and maintain a workflow consistent with work demands. Considerable ability to comprehend, interpret and technically apply City codes and ordinances. Ability to recognize and define structural, safety, health, fire, and other living hazards in permanent and temporary dwellings. Ability to communicate effectively, clearly, and concisely, both orally and in writing. Ability to work effectively under stress. Ability to exercise considerable judgment in making

decisions in accordance with laws, rules, policies, and procedures. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to use good judgment and tact in contacting and securing the cooperation and compliance of property owners, contractors, the public, and tenants. Ability to enforce ordinances and other regulations with firmness, tact, and impartiality. Ability to use a microcomputer and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of skilled craft or technical experience in the building, housing construction, or inspection industry, engineering, code enforcement, emergency management or a related field; or possession of a high school diploma or an equivalent recognized certificate and completion of the City of Tallahassee Community Resilience Trainee Program.

Necessary Special Requirement

Possession of International Code Council (ICC) certification for Property Maintenance and Housing Inspector, and Florida Association of Code Enforcement (FACE) certification for Fundamentals of Code Enforcement and Officer Safety and Field Applications are required at the time of appointment

Must obtain FACE certification in Legal Issues in Code Enforcement, certification in Crime Prevention Through Environmental Design (CPTED), Community Emergency Response Team (CERT), and National Incident Management System (NIMS) within one year of appointment, as a condition of continued employment

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

Established: 01-05-19

Revised: 10-22-22