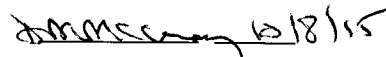


City of Fernandina Beach
Job Description


City Manager Date

Title: Code Compliance Officer
Department: Community Development
FLSA Status: Non-exempt
Reports to: Code Enforcement Manager
Pay Grade: 131

Minimum Qualifications

- A. Education and Experience:
High school diploma or GED required. Two (2) years experience in dealing with the public in code compliance functions preferred. Proficiency in Microsoft Office Suite required. A comparable amount of training, education or experience can be substituted for the minimum qualifications.
- B. Certifications:
Valid Florida Driver's license required. Certification by the Florida Association of Code Compliance required.
- C. Knowledge, Abilities, and Skills:
Knowledge of the City's codes and ordinances preferred. Must possess excellent oral and written communication skills.

General Description

Responsible for conducting field inspections and investigations to determine compliance of residential, commercial, and industrial buildings with applicable City codes. Enforces ordinances with fairness, firmness, tact, and impartiality, while always dealing courteously with the general public. Works inside/outside in various weather conditions.

Essential Functions

1. Patrols the City looking for ordinance violations.
2. Responds to a wide variety of calls and complaints involving municipal violations of law.
3. Resolves violations through voluntary compliance or, when not possible, sets in motion the Notice of Violation process and scheduled appearance before the Code Compliance Board.
4. Issues Notice of Violation after conducting research to determine necessary facts.
5. Keeps management advised on a regular basis of all actions and Notices of Violation.
6. Removes illegal signs from City rights-of-ways.
7. Keeps records and makes reports of activities and cases filed or forwarded for filing.
8. Provides testimony in code violation matters.
9. Serves as Staff Coordinator to the Code Compliance Board and prepares agendas and cases.
10. Attends and participates in administrative meetings as required.

City of Fernandina Beach
Job Description

AMMCC 6/8/15
City Manager Date

11. Keeps current on information and technology affecting functional areas to increase innovation and ensure compliance.
12. Answers phone and provides information to the public.
13. Other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), ability to distinguish colors, ability to communicate (orally and in writing), driving, moderate lifting and carrying (up to 44 lbs.), reaching, walking, climbing, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside in an office environment and outside at site areas in various weather conditions with noise, slippery or uneven surfaces. Heights up to 50 feet.

Key Competencies: Integrity, Interpersonal skills, Communication (oral and written), Professional knowledge, Judgment, Attention to Detail, Safety Awareness.