

MAJOR FUNCTION

This is a trainee classification which facilitates progression into the position of Code Enforcement Officer. Performs technical, investigative, and community engagement work that supports the sustainability, resiliency, and code compliance activities for the City of Tallahassee. Under close supervision, trainees 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. Duties are performed in accordance with established ordinances, plans, and policies.

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

Helps to inspect single/multiple family dwellings and other structures and properties for compliance with municipal codes, ordinances, and regulations. Records, tracks and helps to prepare cases for compliance hearings. Makes direct contact property owners or renters regarding code violations relating to health, safety, and aesthetic concerns and assists them in achieving compliance. Assists in preparing evidence for the prosecution of violators of the standard housing code and related municipal ordinances and regulations. May provide 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 the division. Participates with special task forces and interdepartmental teams to proactively address community issues, correct code violations, and improve public health and safety issues.

Other Important Duties

Trains, prepares for, and performs essential personnel duties during emergency response, including damage assessments and community recovery efforts. Attends neighborhood and community meetings to support the code enforcement, sustainability, and resilience outreach. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Interest in creating a strong and vibrant community. Knowledge of the City's geography and neighborhoods. Ability to learn and research technical information. Ability to plan, organize, and maintain a workflow consistent with work demands. Ability to communicate effectively, clearly and concisely, both orally and in writing. Ability to work effectively under stress and remain professional to all customers. Ability to use good judgment in interacting with residents and sharing information about how to achieve compliance. Ability to use a computer and associated programs and applications necessary for successful job performance. Experience in a skilled craft or technical experience in the building or housing construction industry or inspection area valuable.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate.

Necessary Special Requirement

Within 12 months of employment, must obtain certification as a Property Maintenance and Housing Inspector from the International Code Council, and complete Level One of the Florida Association of Code Enforcement's (FACE) training program, as a condition of continued employment.

Within 6 months of employment must possess a valid Class E State driver's license.

Established: 11-01-19
Revised 09-12-20
06-29-21