



Jackson County Board of County Commissioners

Position Description

Job Title:	Code Enforcement Officer	Reports To:	Community Development Director
Department:	Code Enforcement	Supervisory (Y or N):	N
Location:	JCHD Building	Retirement:	Regular Class
Annual Salary:	\$29,460.00 - \$42,012.00	Position Type:	Full-Time

Job Description

ROLE AND RESPONSIBILITIES

Under the general supervision of the Community Development Director, effectively carries out Jackson County Code of Ordinances, Chapter 29 (Code Enforcement). Performs a variety of field and office functions in support of Chapter 29 of the Code of Ordinances. Responds to citizens' complaints.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to the following:

- Develop a working knowledge of applicable State and Federal laws, County Codes,
- Comprehensive Plan, principles, methods and techniques used in investigation and enforcement including legal constraints.
- Perform investigations of complaints and possible violations applying established, accepted inspection procedures.
- Coordinate inspections with other departments and agencies such as Fire and Rescue, Building, County Environmental Health and Department of Environmental Protection.
- Advise initiating parties of process and provides general code information to the public.
- Advise violators of ordinance requirements, processes and aggressively seeks voluntary compliance.
- Take photographs, gather background research and other pertinent information regarding violations.
- Issue notices of violations and administrative citations.
- Maintain records related to inspections and actions. Prepares documentation for legal actions.
- Testify in legal proceedings regarding code violations and actions.
- Prepare and present reports to the Director, Special Hearing Officer, and County Commission, as needed.
- Maintains and prepare reports on code enforcement activities and other inspection activities.
- Work safely and abide by established safety rules.
- Use telephone, radio, computer and other electronic devices.
- Work outdoors exposed to inclement weather and/or in an in an office environment.
- Perform other job related functions as required.
- Prepare clear concise written reports and correspondence; research and compile data and keep accurate records; interpret and evaluate issues and make recommendations;
- Serve as office support within Community Development on an as needed basis.
- This position may be called upon to work in emergency response roles during declared disasters or other emergencies.

(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduation from high school, or possession of acceptable equivalency diploma and 2 years working with the public in regulatory, investigation or related field. College degree may substitute for one year of experience. Any combination of education and experience that provides the knowledge and abilities will be considered. Must obtain Code Enforcement Officer Certification within 12 months of employment or hold a current certification upon employment. Must possess a Class C Florida Driver's License, a safe driving record for the last 2 years and the ability to safely operate an automobile in clear or inclement weather.



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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern investigatory techniques and procedures.
- Knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state, and local laws, rules, regulations, codes, and ordinances.
- Ability to interpret and enforce pertinent codes, ordinances, and regulations.
- Ability to research legal records and present ideas clearly and effectively.
- Knowledge of County geography, or ability to quickly learn the County geography.
- Knowledge of state laws and rules, and local codes and ordinances that are administered through the Department of Community Development, or ability to quickly learn, understand, and apply same.
- Knowledge of mobile home taxation and licensing requirements, or ability to quickly learn same.
- Ability to interpret maps, diagrams, photographs (including aerial photographs), blueprints, specifications, codes, ordinances, laws and rules.
- Ability to create and maintain complete and accurate records, and to develop meaningful reports from those records.
- Ability to speak, read, and comprehend English, and tactfully communicate in both oral and written forms.
- Ability to use common office machines, including computers, computer driven word processing, spreadsheet, code enforcement and file maintenance programs.
- Ability to deal tactfully, diplomatically, and firmly with complainants, code violators, the general public, developers, contractors, and property owners.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to function effectively as a witness in quasi-judicial and judicial proceedings.
- Prefer-thorough knowledge of modern electrical construction practices, materials, and equipment, and of the various stages of construction when violations and defects should be observed and corrected. Also prefer ability to detect and locate defective workmanship in electrical construction or repair work in buildings.
- Ability to communicate effectively and make public presentations.

ADDITIONAL REQUIREMENTS

Physical Requirements: Able to climb ladders, crawl under homes, reach above and below shoulder level, grasp with right and left hands, walk on uneven surfaces, lift and/or exert 40 lbs of force to move objects. Safely negotiate uneven terrain on foot. Able to distinguish colors, have 20/20 vision with or without glasses. With or without aids, have no hearing impairment that prevents recognition and comprehension of conversation or emergency sirens/signals in or out of a closed vehicle. Must be physically able to operate an automobile. Physical demand requirements are in excess of those for obvious standards.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from sedentary work) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. This includes giving instructions and information to the general public regarding local government compliance requirements. This position requires the ability to communicate under conditions of stress while exercising a high degree of tact, diplomacy and persuasion. The person in this position must be able to properly interpret and apply instructions, assignments, and directions received from supervisors and a variety of other sources.

Language Ability: Requires the ability to read a variety of reports, correspondence, permits, applications, statutes, codes, court decisions, legal opinions, opinions of the Florida Attorney General, blue prints, schematics, diagrams, site plans, maps, etc. Requires the ability to interpret and apply pertinent codes, ordinances, and regulations. Requires the ability to research



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legal records and present ideas effectively both orally and in writing. Requires the ability to communicate effectively with both professionals and the general public regarding established codes, ordinances, and laws.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages including legal and construction terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; to multiply and divide; to utilize decimals and percentages; to interpret graphs; to perform calculations involving variables; to perform algebraic operations; and to performs simple statistical operations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools. Requires the ability to operate a motor vehicle for extended time periods of up to eight hours each day on successive days.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination necessary to conduct field inspections and to operate a motor vehicle.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing calmly under stress and when confronted with persons who are acting under stress. Must be able to perform multiple tasks with simultaneous demands under conditions of stress.

Physical Communications: Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

For County HR Use Only

Check all that apply:

Standard Prescreen for Hire: Uniform Allowance Physical Drug Screening Re-screening

Security Check: No Security Screen Required Background Investigation Required Background & Fingerprint Required Fingerprint Investigation Required Access to Abuse Records Caretaker Financial Corrections Management Sensitive County Security Check **Other:**

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position. This job description does not constitute a written or implied contract of employment.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:		
Approval of Reviewing Authority: (Department Director)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date: