



TOWN OF SURFSIDE CODE COMPLIANCE MANAGER

DEPARTMENT: POLICE – PUBLIC SAFETY

EXEMPT

GENERAL DESCRIPTION:

Technical work enforcing/investigating Town codes of ordinances. Work is performed under the general supervision of the Police Administrative Captain or his/her designee.

ESSENTIAL JOB FUNCTIONS:

1. Determines violations to the Code of Ordinances.
2. Conducts inspections.
3. Responds to a wide variety of calls and complaints involving municipal code of ordinances violations.
4. Resolves violations through education to facilitate voluntary compliance or, when not possible, sets in motion the enforcement process by way of fines and eventually Special Master Hearings.
5. Conducts research to develop data, reports, and information, as required.
6. Performs a variety of division managerial and administrative duties relative to the operation of the Code Compliance Division.
7. Maintains all Code Compliance files, including updated civil violation notices and case history for every property in the Town.
8. Records all Courtesy Notices, Civil Violation Notices and fines imposed as a result of the code enforcement process.
9. Prepares Notices of Hearings, Affidavits, agenda and packets for Special Master Hearings.
10. Attends Special Master Hearings, prepares minutes and Special Master Orders. Provides testimony in code violations matters.
11. Tracks administrative fees and fines assessed by the Special Master. Tracks payments received as a result of the enforcement process.
12. Prepares and records Claims and Releases of Liens.
13. Assists in compiling and organizing payoff calculations needed for lien foreclosures.
14. Assists the Finance Department with lien searches, outstanding violations, payoff calculations and compliance letters.
15. Assembles all necessary files and case histories.
16. Maintains a lien list and updates recurring fines on a regular basis.
17. Removes violations from the list once the fines are paid, and prepares releases of lien forms for filing and recording.

18. Answers phone and provide information to the public.
19. Manages the day-to-day operations of the Code Compliance Division and Code Compliance Officer (s).
20. Keeps records and creates reports of activities and cases filed or forwarded for filing.
21. Inputs, accesses, retrieves information from a computer.
22. Works with the public, and resolves citizen's disputes as directed by the Chief of Police or designee.
23. Assists with the budget process as needed.
24. Reviews applications and issue Sidewalk Café, Beach Furniture Operations, and Special Event permits.
25. May function in any emergency management role or capacity in the Incident Command System (ICS) to include logistics, operations, and planning.
26. Attends Town Commission meetings as needed.
27. Performs all clerical duties associated with Code Compliance/Enforcement process.
28. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of the Code of Ordinances of the Town and applicable Florida Statutes, Building Code, and Miami-Dade County Code.
- Knowledge of the Department's rules, regulations, policies and procedures as well as relevant training programs and content.
- Knowledge of the geography of the Town, proximate incorporated areas and the Town's road network.
- Ability to understand and carry out complex oral and written instructions.
- Ability to enforce ordinances with firmness, tact and impartiality and to deal courteously with the public.
- Ability to handle stressful and physically demanding situations.
- Ability to prepare detailed and comprehensive records and reports.
- Ability to keep records and make reports from such records.
- Ability to input, access, and retrieve data from a computer.
- Ability to train, direct, and manage Code Compliance Officer(s) and staff.
- Good customer service and written communication skills.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in related area. Five (5) years' experience in enforcing laws, codes, rules, regulations.

Proficiency in Microsoft Office software preferred. Knowledge of Iworq Code Enforcement software desired.

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

LICENSES, CERTIFICATIONS OR REGULATIONS:

Valid Florida Driver's License. Active Code Enforcement Certification I – IV.

ESSENTIAL PHYSICAL SKILLS:

- Ability to operate a computer.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.
- Walking.
- Standing.
- Bending.
- Stooping.
- Climbing ladders.
- Driving.

ENVIRONMENTAL CONDITIONS:

- Works inside.
- Works outside in various weather conditions with: slippery and uneven surfaces.
- Heights (up to 120 feet).
- Some stressful situations.

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

Revision History: New 10/21/2020, 12/28/2020

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

