

## Town of Fort Myers Beach Job Description

**Position:** Code Compliance Manager  
**Department:** Code Enforcement  
**Pay Range:** \$37,000 - \$50,000

### GENERAL STATEMENT OF JOB:

Under the general supervision of the Town Manager, performs professional work to research, evaluate, plan, organize, coordinate and implement field inspections to ensure compliance with the Town's Land Development Code, and local ordinances.

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Code Enforcement Department including general code enforcement, business licensing, and short-term rental enforcement programs. Coordinates Beach and Street Enforcement duties related to assisting code enforcement support, beach enforcement and parking compliance. Coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Town Manager.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

Assumes management responsibility for assigned services and activities of the Code Enforcement Department including enforcement of certain building, Health and Safety, Business and Professions, vehicle, and municipal and zoning codes that protect health, safety, and general welfare of residents and visitors.

Develops, implements and supervises a code enforcement program involved in the efficient and effective enforcement of codes related to housing, dangerous buildings, abandoned/inoperative vehicles, trash, weeds, business operating without proper business license, improper or illegal signage, and other health and safety violations.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

Plans, directs, coordinates, and reviews the work plan for assigned staff involved in investigating code violations and initiating procedures to abate violations; assigns work activities, projects, and programs to implement Council Action Plan; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Participates in field activities and investigations; reviews reports prepared by Code Enforcement Officers; may issue citations and prepare requests for criminal complaints as appropriate; prepares cases for prosecution; prepares materials for Council hearings; may testify in court regarding compliance action.

Reviews and analyzes statistical information from reports; track case information and review data entry for consistency.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.

Legal procedures involved in the enforcement of land use and environmental regulations.

Court documents and procedures including procedures for citation issuance and obtaining various types of inspection warrants.

Will be required to operate a motor vehicle including all-terrain vehicle and issues summonses for violations found and performance of assigned tasks.

Performs other related duties as assigned by supervisor or designee.

### **MINIMUM QUALIFICATIONS:**

Must be a United States Citizen or eligible to work in the United States.

A Bachelor's degree from an accredited college or university with major course work in planning, public administration, business administration, law enforcement or a related field.

Seven years (full-time equivalent) of increasingly responsible code enforcement, investigative, and/or inspection experience including two years (full-time equivalent) of administrative and supervisory.

Must possess a valid Florida Driver's License with acceptable driving record.

Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.

Able to speak clearly and persuasively in positive or negative situations.

Ability to read and follow written and oral instructions.

Able to establish and maintain effective working relationships. Effective customer service and public relations practices.

Principles and procedures of record keeping. Methods and techniques of business correspondence and technical report preparation.

Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.

Occupational hazards and standard safety practices.

Able to operate necessary equipment.

Excellent work history and attendance record preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of local codes and ordinances or the means by which to access such; and a thorough knowledge of State Statute Chapter 162; general knowledge of state laws and statutes or the means by which to access such.

Considerable knowledge of research principles and methods, investigation methods and techniques; general knowledge of judicial preparation principles and practices.

Considerable knowledge of report and record keeping principles and techniques. Considerable knowledge of evidence preservation, preparation, and correlation principles and practices.

Skilled in both written and oral communications for effective expression and clarity.

Able to establish and maintain effective-working relationships with supervisor, support staff and other department's position interacts with.

Able to organize and review work for efficient results and accuracy.

Able to exercise independent judgment in both routine and non-routine situations.

Able to perform duties with consistent courtesy and tact in the best interest of the public.

Able to respond to citizen inquiries/concerns with tact and courtesy; Able to work under stressful conditions as required.

Able to issue and follow oral and written instructions; Analyze, organize and review work for efficient results and accuracy.

Knowledge of computers and modern software applications. Experience in Trakit is a plus.

Oversee and participate in the management of a comprehensive code enforcement program.

Oversee, direct, and coordinate the work of lower level staff; Select, supervise, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Research, analyze, and evaluate new service delivery methods and techniques. Interpret and apply federal, state, and local policies, laws, and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and conduct presentations to groups of varying sizes.

Represent the Town in a professional manner in dealing with staff, citizens, news media, and other agencies and groups.

#### **WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMAND:**

Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments. May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

Physical Requirements: Tasks involve some unassisted lifting, carrying, pushing, and/or pulling of moderately heavy objects up to 50 pounds. Tasks involve stooping, kneeling, crouching, crawling, climbing, and balancing. Tasks may require prolonged periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of structures, licenses, and evidence.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Includes considerable public relations activities. Must communicate efficiently and effectively in Standard English

Language Ability: Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

Intelligence: Requires the ability to apply principles of rational systems and influence; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

Must be able to demonstrate numerical aptitude.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and to visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in handling, sorting, and compiling data, in operating modern office equipment, and in manipulating field equipment. Must have excellent levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and/or shades of color.

**Interpersonal:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with enforcement situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

**Environmental Requirements:** Tasks may require exposure to extreme heat/cold or extreme weather conditions. Tasks may require exposure to wetness, humidity, and dust. Tasks may require infrequent exposure to violence.

*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.*

To apply please submit credentials to [employ@fmbgov.com](mailto:employ@fmbgov.com)