

CITY OF TEMPLE TERRACE

POSITION: CODE COMPLIANCE OFFICER
POSITION NO: 3.116
DEPARTMENT: Code Compliance
PAY GRADE: 18
SALARY RANGE: \$15.06 - \$22.59 per hour

This is responsible work in conducting inspections and activities to attain compliance with City codes and standards. Inspections are conducted by surveillance and systematic door-to-door review in specific target areas and in response to public, departmental and other agencies requests for service. This position requires the employee to exercise initiative and independent judgment in seeking code compliance through voluntary cooperation; issuing notices of violation; and formal code enforcement action.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

- Working knowledge of municipal codes and compliance methods and techniques.
- Knowledge of land development concepts and building construction methods and materials.
- Ability to read, interpret, and enforce codes, ordinances, departmental policies, and regulations.
- Ability to read and interpret basic construction plans.
- Ability to perform basic clerical work.
- Ability to prepare clear and concise reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with employees and the public; exercise good judgment and tact when addressing the public.
- Ability to explain violations and compliance requirements.
- Knowledge of computer applications, including *Microsoft Office*.

Training, Certification, and Experience

- High School Diploma or GED, supplemented by a college-level courses; experience in public relations and/or construction work involving public contact.
- Or, an equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities.

Special Requirements

- Florida Association of Code Enforcement Level I, II, and/or III certification preferred.
- Maintain a valid Florida driver's license.

**The City of Temple Terrace is a drug-free workplace.
A pre-employment drug screen, criminal history background investigation,
and a driver's license verification will be conducted.**

**EQUAL OPPORTUNITY EMPLOYER
VETERAN'S PREFERENCE EMPLOYER**

**POSTING DATE: August 3, 2010
CLOSING DATE: Open until filled.**