

**RESOLUTION NO. 25-04-07**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF CODE COMPLIANCE OFFICER; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

**WHEREAS**, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

**WHEREAS**, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:**

**Section 1.** The foregoing recitals are hereby incorporated as if fully set forth herein.

**Section 2.** The Classification and Pay Plan is revised to amend the job description for the position of Code Compliance Officer. A copy of the amended job description is attached hereto as Exhibit A.

**Section 3.** This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Commissioner Carey, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR PAUL W. CASTRO	<u>—Absent</u>	<u>—</u>
VICE-MAYOR ED DALY	<u>X</u>	<u>—</u>
COMMISSIONER CHUCK BALIUS	<u>X</u>	<u>—</u>
COMMISSIONER JEFF CAREY	<u>X</u>	<u>—</u>
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	<u>—</u>

The Town Commission thereupon declared the foregoing Resolution NO. 25-04-07 duly passed and adopted this 4 day of April, 2007.

TOWN OF LAKE PARK, FLORIDA

BY   
PAUL W. CASTRO  
MAYOR


ATTEST:

  
Vivian Mendez  
TOWN CLERK



FLORIDA

Approved as to form and legal sufficiency:

BY:   
THOMAS J. BAIRD  
TOWN ATTORNEY

<b>CODE COMPLIANCE OFFICER</b>
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**CLASSIFICATION CODE:** 320  
**PAY GRADE:** 11  
**DEPARTMENT:** COMMUNITY DEVELOPMENT

**CHARACTERISTICS OF THE CLASS:**

Under the general supervision of the Community Development Director, performs a wide range of inspections to ensure the safety, conformance and compliance with applicable laws, codes and ordinances. Responsible for a variety of inspections and investigations of complaints to ensure adherence to and to identify violations of codes, ordinances and regulations. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of anyone position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

1. Makes scheduled and unscheduled on-site inspections.
2. Inspects sites for compliance with codes and related ordinances.
3. Follows up on complaints, violations, disputes and participates in the resolution of these situations.
4. Investigates code violations, prepares and serves violation notices and letters, documents evidence, prepares reports, provides affidavits and testimony as required for Code compliance proceedings. Follows up on enforcement decisions to ensure compliance.
5. Prepares reports and maintains record of work performed.

**REQUIREMENTS:****A. Education and Experience:**

High school diploma or equivalent, supplemented by three years of experience as an inspector, contractor or superintendent of construction is required. Bachelor's degree from an accredited college or university and Certification by the Florida Association of Code Enforcement, Inc. as a Code Enforcement Officer preferred. Must possess a valid State of Florida driver's license.

## **B. Knowledge, Skills and Abilities:**

- Knowledge of and ability to interpret Standard Building Codes, municipal laws, ordinances, regulations and State Statutes.
- Ability to consult with building owners and the general public and to effect and maintain satisfactory working relationships on inspectional and regulatory matters and to establish and maintain effective working relationships with the general public.
- Ability to read, understand and interpret plans, drawing, blueprints, specifications and related construction documents.
- Ability to communicate effectively both verbally and in writing to prepare concise, accurate records and reports, and written recommendations for changes, revisions, additions or deletions to specifications of structures under construction to meet compliance with industry standards.
- Ability to handle complaints and enforce compliance with regulations in a courteous efficient manner.

## **PHYSICAL REQUIREMENTS:**

Tasks involve frequent walking, standing, some lifting and carrying objects of moderate weight (12 to 20 pounds), and the operation of motor vehicles, computer keyboard or other office equipment, hand tools in which manipulative skills and hand-eye coordination are required.

## **ENVIRONMENTAL REQUIRMENTS:**

Tasks may require frequent exposure to adverse environmental conditions, and require color, sound, odor and form perception and discrimination.

## **BLOODBORNE PATHOGENS:**

Category III – Minimal to No Risk Exposure

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.