

**MAJOR FUNCTION**

This is a specialized professional role involving advanced technical, investigative, and administrative coordination duties in the Resilience division. with a focus on hazard mitigation, code compliance and broader community resilience. The employee oversees the team that provides specialized project and code coordination, as well as public engagement. The employee oversees collaboration with other City departments and with external stakeholders to proactively address hazard mitigation, environmental health, public safety, code enforcement and community resilience priorities. The employee develops and provides training to the Resilience Officer Team on field operations associated with the enforcement of City codes, as well as efforts to enhance community resilience. Work requires considerable judgement, discretion, and tact and is performed under the direction of the department director. Performance is evaluated based on oral and written reports and observation of results obtained.

**ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Manages the Resilience Team's activities through education, delegation, and team building of staff; checks procedures followed; reports problems to division manager or department director as appropriate and assists in tactical and strategic planning for the work unit. Coordinates the development of standard operating procedures for the Resilience Team. Collaborates with other departments to further resilience through mitigation and abatement of code violations and helps address environmental health, public safety, and infrastructure issues. Engages and attends neighborhood and community meetings to assist with inspection efforts, increase resilience awareness, and address questions or concerns regarding City and code processes. Helps coordinate program activities associated with special projects, such as beautification projects, neighborhood clean-up projects and rehabilitation/retrofit programs. Provides verbal and written information to citizens regarding code enforcement procedures, related laws, and complaint resolution. Develops and implements new programs and concepts designed to improve the code enforcement and resilience programs. Ensures appropriate training and supervision of staff related to program procedures, state laws, local ordinances, and Florida Administrative Code mandates. Ensures staff are trained to interpret City and State codes to educate the public and to issue citations in the safest, most effective, and efficient manner possible. Trains staff to provide household and neighborhood resilience education and to develop and implement related programming. Reviews documentation of work performed by subordinates. Ensures proper certification of staff. Evaluates supervised personnel in writing and makes recommendations for hiring disciplinary action and dismissal.

**Other Important Duties**

Reviews recent developments, current literature, and other sources of information in order to keep employee development initiatives current. Serves as team leader for an inter-divisional training advisory group. Attends and represents the City/department at meetings, conferences, seminars, workshops, public hearings, and other functions as required. Performs essential personnel duties during emergency response Works with external consultants in implementing training and organizational development programs and may locate appropriate service providers as necessary to assist with development of training or provide direct provision of training. Attends meetings and serves on committees and cross-functional teams as needed. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of approved principles and practices of community resilience, hazard mitigation and code enforcement work. Considerable knowledge of laws and ordinances governing code enforcement programs. Knowledge of modern supervisory techniques. Knowledge of court

procedures, enforcement practices, and the ability to relate this knowledge to others. Knowledge of the safe and efficient use of assigned equipment. Knowledge of interface between hazard mitigation, emergency management, code enforcement and community resilience. Ability to express oneself clearly and concisely, verbally and in writing. Ability to supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to enforce the local code enforcement ordinance and explain regulations to the public with tact, courtesy, firmness, and impartiality. Ability to use microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, urban planning and development, public administration, or a related field and four years of technical, staff or administrative experience in resilience, planning, code enforcement, building inspection, housing development, or emergency management; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Within one year of hire, must obtain, certification in Crime Prevention Through Environmental Design (CPTED), Community Emergency Response Team (CERT) and National Incident Management System (NIMS) as a condition for continued employment

Established: 10-22-22  
11-01-23