

# **TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Mark Alan, Human Resources Director, 797-1020

**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR THE CODE COMPLIANCE/FIRE DEPARTMENT LIAISON IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

**REPORT IN BRIEF:** In order to provide for a liaison between the Code Compliance Division and the Fire Prevention Division for the resolution of delinquent occupational license and, Town and fire code violation issues, it is recommended that the class specification of Code Compliance/Fire Department Liaison be created with the pay grade of 528 (\$56,103 - \$75,183)

**PREVIOUS ACTIONS:** N/A

**CONCURRENCES:** N/A

**FISCAL IMPACT:**

Has request been budgeted?            yes

What account will funds be appropriated from:  
Development Services Operating Budget

**RECOMMENDATION(S):** Motion to approve the resolution

**Attachment(s):** Resolution, Class Specification (Exhibit "A").

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR THE CODE COMPLIANCE/FIRE DEPARTMENT LIAISON IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie developed a class specification and recommends a pay grade assignment for the position of Code Compliance/Fire Department Liaison; and

WHEREAS, the Town has evaluated the class specification for Code Compliance/Fire Department Liaison and recommends it to be assigned to pay grade 528 (\$56,103 - \$75,183); and

WHEREAS, the Town of Davie recommends that the Town Council adopt the class specification for Code Compliance/Fire Department Liaison in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specification for Code Compliance/Fire Department Liaison, pay grade 528, is hereby created in the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

# **CLASS SPECIFICATION**

## **CODE COMPLIANCE/ FIRE DEPARTMENT LIAISON**

### **GENERAL STATEMENT OF JOB**

Under limited supervision, serves as liaison between the Code Compliance Division of the Developmental Services Department and the Fire Prevention Division of the Fire Department for the resolution of delinquent occupational license and, Town and fire code violation issues. Reports to the Code Compliance Official.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Coordinates the activities involved in the follow up on delinquent occupational license and, Town and fire code violations in order to obtain compliance. Serves as liaison between the Code Compliance Division of the Developmental Services Department and the Fire Prevention Division of the Fire Department on these issues.

Reviews information received from the Occupational License Clerk regarding delinquent occupational license applications and Town code violations established by Code Compliance Inspectors during their inspections.

Reviews information received from the Fire Prevention Division of the Fire Department via referral forms regarding delinquent fire code violations established by Fire Inspectors during their inspections.

Researches delinquent occupational license and, Town and fire code violations in order to confirm information obtained from Occupational License Clerk and/or via Fire Prevention Division referral forms.

First addresses those issues which may present a life safety concern and prepares referral to appropriate division when necessary.

Determines if business which is the subject of delinquent occupational license and/or, Town and or fire code violation is still in operation.

Performs research in order to identify property owners. Utilizes Broward County Property Appraiser's computer data base for this purpose.

Provides information obtained to Occupational License Clerk and/or Fire Prevention Division so that they may update their records.

Informs property owners that compliance is required. Provides information regarding code compliance hearing process and of potential consequences of non-compliance.

**EXHIBIT "A"**

Prepares notice of required appearance before the Code Compliance Special Master for presentation to owners who do not comply. Inputs information into appropriate computer file.

Serves notice of hearing/violation before the Code Compliance Special Master to non-compliant property owners.

Works with code compliance inspectors to prepare case for presentation before the Code Compliance Special Master.

Prepares necessary documentation for appearance before the Code Compliance Special Master.

Presents cases to and provides testimony before the Code Compliance Special Master.

Completes daily activity reports and, interoffice and other correspondences.

Prepares written reports as required.

Responds to public inquiries regarding potential delinquent occupational license and/or, Town and or fire code violations.

Meets with the public to provide guidance and information concerning code compliance procedures.

Attends meetings and conferences as required and/or appropriate.

Operates a vehicle and various office machines including a calculator, computer, two-way radio, fax machine, copier, etc.

### **ADDITIONAL JOB FUNCTIONS**

Performs general administrative/office work, including but not limited to attending meetings, reviewing mail and literature, preparing reports and correspondence, entering computer data, copying and filing documents, answering the telephone, etc. Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a High School diploma supplemented by three years of experience and training in working with occupational license and/or, Town or fire code issues, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including-vehicles, computer, basic office equipment, telephone/radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, crawl, push, and pull. Must be able to lift, position and/or carry weights of up to fifty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural-or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or-exchange information. Includes receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, technical manuals, and fire and building codes, etc. Requires the ability to prepare routine reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow-verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers, construction professionals and the general public.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to utilize-mathematical formulas, to determine percentages and decimals and to determine time and weight. Must be able to use practical applications of algebra.

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

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office and specialized-machinery, and to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control-knobs, buttons, switches, catches, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate colors and shades of color.

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

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

#### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Developmental Services Department as they pertain to the performance of duties of the Code Compliance/Fire Department Liaison. Understands the role of the position in relation to entire operations. Has considerable knowledge of the functions and interrelationships of and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas

of applicable Town and fire codes and of ordinances, etc. Is able to comprehend delinquent occupational license and, Town and fire code violation issues and prepare related recommendations. Is able to perform duties under adverse environmental conditions such as excessive heat, cold, odors, smoke, dusts, noise, machinery hazards, and electric currents. Has knowledge of applicable occupational hazards and safety precautions. Has the ability to plan and develop daily, short and long term goals related to purposes. Has the ability to offer instruction and advice to co-workers and the public regarding departmental policies, methods and regulations. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Is able to communicate in a firm and tactful manner with various agencies, members of the public, and departments and is persuasive in such communication. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Has knowledge of modern office practices and technology. Has knowledge of the use of computers for data and word processing.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to supervisor with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships intra and inter-departmental, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.