

MAJOR FUNCTION

This is administrative and advanced technical inspection work enforcing and monitoring environmental code compliance which may include supervisory duties. Work involves coordinating, directing, and monitoring the work of Environmental Inspectors and monitoring ongoing development or construction projects for compliance with construction plans and environmental permits. Work is performed under the general direction of an Engineer or Division Head. The employee is expected to exercise independent judgment and initiative in performing daily tasks. Work is reviewed through conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT DUTIES**Essential Duties**

Coordinates and may supervise the work of Environmental Inspectors in ensuring capital improvement and development projects are in compliance with applicable environmental codes. Develops work plans to address objectives. Inspects sites and makes recommendations on requests for site plan or permit approval, building Certificate of Occupancies, zoning changes, or tree removal. Verifies compliance with ordinances permits and construction plans. Advises developers of non-compliance and how to rectify environmental problems. Writes and delivers violation and/or stop work notices. Identifies owners and properties with storm water facilities requiring operating permits. Coordinates violation cases for legal action and contributes to the preparation of cases brought before the Code Enforcement Board by the Code Enforcement team. Provides testimony as an expert witness. Prepares reports. Recommend the hire, lay-off, transfer, recall, promotion, discipline, or discharge of employees. Provides input for performance evaluations and merit increases. Performs other related work as required.

Other Important Duties

Provides educational assistance to the public and city staff on environmental codes. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of environmental codes and ordinances. Knowledge of site development and construction practices. Knowledge of land and water environmental management principles, concerns and practices. Knowledge of North Florida flora and fauna. Knowledge of site design practices and engineering terms. Ability to assign, train, supervise and review the work of subordinates. Ability to communicate effectively, clearly, and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to understand and interpret technical documents such as construction plans, property descriptions, plats, and topographic maps. Ability to write site inspection reports and activity reports. Ability to keep abreast of environmental issues.

Minimum Training and Experience

Possession of a bachelor's degree in Construction Management, Engineering Technology, or Environmental Science and five years of experience that includes environmental regulation or inspection, environmental planning or planning related to the assessment of environmental impacts of land development activities, land development design; or an equivalent combination of training and experience.

Necessary Special Requirements: (At the department director's discretion the noted license may not

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

Established: 01-24-92
Revised: 06-22-99
10-18-06*
09-02-11*
07-18-24