

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### LICENSE PERMITTING INVESTIGATOR

**Department:** Building Safety  
**Pay Grade:** 106/108/109  
**FLSA Status:** Non-Exempt  
**Job Class:** 3054  
**Risk Code:** 9410

#### JOB SUMMARY

Responsible for enforcing state and county licensing laws and ordinances for the Building Safety Department.

#### ESSENTIAL JOB FUNCTIONS

- Receives complaints from the public relating to unlicensed contractors, licensed contractors who have performed work in violation of Marion County and State Building codes, and property owners who have violated Marion County and State Building Codes.
- Assists and communicates with members of the public both orally and in writing and provides explanation of Building code policy questions.
- Investigates complaints on above stated subjects to confirm validity.
- Researches records of the Building Department, Zoning Department, Property Appraiser, Department of Business and Professional Regulations, State of Florida, Secretary of State, and others to confirm or deny the validity of a complaint.
- Performs field inspections to check licenses and/or violations of Marion County Building Department ordinances.
- Issues notices of violation or citations necessary to resolve the violations.
- Prepares cases against licensed contractors which were not resolved through the notice of violation or citation for appearance before the Marion County License Review Board. May be needed to present cases to the License Review Board in person.
- Prepares and maintains records of complaints, notices, and verdicts.
- Attends Code Board hearings and License Review Board meetings on a monthly basis.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.

- Performs other related job duties as assigned.

**SUPERVISION**

This position has no supervisory responsibilities.

**QUALIFICATIONS**

	Licensing & Permitting Investigator I	Licensing & Permitting Investigator II	Licensing & Permitting Investigator III
<b>HS Diploma/GED</b>	Required	Required	Required
<b>Experience</b>	(3) Three years’ experience working with the public in regulatory enforcement, investigative work, complaint processing or an equivalent combination of related training and experience with (1) one year building experience or equal experience in code enforcement coupled with construction experience.	3) Three years’ experience working with the public in regulatory enforcement, investigative work, complaint processing or an equivalent combination of related training and experience with (1) one year building experience or equal experience in code enforcement coupled with construction experience.	3) Three years’ experience working with the public in regulatory enforcement, investigative work, complaint processing or an equivalent combination of related training and experience with (1) one year building experience or equal experience in code enforcement coupled with construction experience.
<b>Base required Certifications</b>	Florida Association of Code Enforcement FACE - Certification 1  FEMA 100 & 200  FEMA 700 & 800	Florida Association of Code Enforcement FACE - Certification 1 and 2	Florida Association of Code Enforcement FACE - Certification 1, 2, 3 and 4 C.L.O.A.F. – Construction Licensing Official Association of Florida, Inc. Levels 1, 2 & 3
<b>Total Certifications</b>	3 within probation period	5	9
<b>Pay Grade</b>	106	108	109

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret documents such as Florida Statutes, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Knowledge of County and State licensing and Permitting laws and ordinances.
- Ability to enforce laws and ordinances in a firm, fair, and impartial manner.
- Ability to communicate tactfully and courteously with members of the general public.
- Ability to perform computer data entry and inquiries. Familiar with CD Plus operating systems or equal.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Ability to work with all Divisions of the Building Department.

#### **PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl; will regularly be required to walk, sit, use hands to finger, handle, or feel; and talk or hear.

#### **WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock; and will regularly be exposed to outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*