JOB DESCRIPTION

Job Title: Code Enforcement Officer   **Effective Date:**

Pay Grade: **FLSA Status: Non-Exempt**

Hourly Min.- Max:

Annual Min.- MAX:

General Description: Code Enforcement Officer is a highly responsible position involving enforcement of various Town ordinances and codes that affect health, safety, and welfare of the public. The code enforcement officer is responsible for enforcement of minimum housing standards, minimum maintenance standards for commercial buildings, environmental codes, abandoned or derelict properties, land development regulations, occupational licensing, and related codes and ordinances. The code enforcement officer must have a broad knowledge of the various codes and inspection procedures and exercise a significant degree of initiative and independent judgment. Work is performed under the administrative direction of the Mayor. The code enforcement officer will receive, investigate, and process complaints; enforce Town codes and ordinances; and prepare cases for code enforcement hearings. The code enforcement officer must know how to effectively deal with emotional, angry citizens in a tactful manner. The employee must have a high level of attention to detail. This role routinely uses office equipment such as computers for various applications, phones, photocopiers, filling cabinets and fax machines. The code enforcement officer will be required to project and maintain a positive image on the Town of Howey-in-the-Hills.

Primary Duties:

- Customer service.
- Answer phones.
- Input and retrieve a variety of information using a computer terminal.
- Maintain files and records related to citations and violations.
- Prepare a variety of written reports, memoranda and correspondence.
- Photograph violations, create files; prepare investigative reports; prepare legal documents, including abatement and inspection warrants, and correspondence.
- Collect and safeguard evidence for civil property abatements and civil litigation.
- Receive and investigate complaints of Town codes, ordinances and related laws; render code enforcement action;
- Compose and issue courtesy notices, notices of violations, citations, correction notices, and stop work orders to ensure compliance.
- Prepare cases for code enforcement hearings; testify in court as necessary on behalf of the Town.

- Conduct follow-up investigations to ensure compliance with applicable codes.
- Make routine inspections; identify and correct unsafe structures; prepare notices for the abatement of dangerous buildings.
- Assist Town Clerk/Attorney with contractors' bids to demolish unsafe structures; oversee onsite work to code specifications; provide information to violators, the general public, business community, and other government agency's regarding codes, laws, and ordinances.
- Respond to questions, complaints, and inquiries.
- Attend conferences, meetings, and hearings as required.
- Track enforcement issues over time.
- Assist the Mayor/Town Clerk in drafting and implementing programs and procedures directly related to code enforcement.
- Perform other related duties as assigned.

Minimum Qualifications:

- Background in code enforcement work.
- Certification by the Florida Association of Code Enforcement.
- Strong organizational skills.
- Ability to understand and follow oral and written instructions in English.
- Ability to communicate clearly by verbally and in writing in English.
- Good work ethics.
- Detailed oriented.
- Ability to prioritize and perform multiple tasks.
- Ability to manage time effectively.
- Computer proficiency in MS word, excel, access and the ability to learn other types of computer programs.
- Ability to track code enforcement issues overtime and follow up as needed.
- Knowledge of federal, state, and Town codes and ordinances as apply to code enforcement issues.
- Knowledge of legal requirements for lien filing.

Education and Experience: Graduation from a standard high school or GED; a minimum of one-year experience in code enforcement or related work; or equivalent combination of education and experience. Certification by the Florida Association of Code Enforcement (FACE) in Levels I, II, III, or successful completion of all three levels of certification within 36 months of employment.

Licenses, Certification, and/or Registrations:

- Possession of a valid Florida driver license.

Essential Physical Functions:

- Sedentary work: position requires frequent sitting.
- Exerting up to 10 pounds of force occasionally and/or small amount of force to lift, carry, push, pull or otherwise move objects.
- Climbing: Descending and ascending stairs to and from basement.
- Fingering: Picking up, typing, or otherwise working primarily with fingers rather than with whole hand as in handling.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction.
- Visual Acuity: With or without correction. Have close visual acuity to perform and activity such as: preparing and analyzing data and figures; viewing computer monitor and extensive reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Talking: Expressing or exchanging ideas by means of the spoken work including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly and quickly.
- Walking: Moving about to accomplish tasks.

WORK ENVIRONMENT: Work is performed inside an office setting as well as outside in all weather conditions.

HOURS WORKED:
Part-Time: Sixteen hour work week. Occasionally required to work on Saturdays to ensure no Town codes are being violated outside normal business hours.

Acknowledgement (original to personnel file, and copy to the employee)

I have read and understand this job description. I am qualified to perform this job, with or without reasonable accommodations.

Employee Name (Print)   Supervisor Signature

_____   _____

Employee Signature   Human Resources

_____   _____

Date _____