

CODE ENFORCEMENT OFFICER

JOB DESCRIPTION

Summary Description

The Code Enforcement Officer investigates violations of the City's Land Development Code and ordinances; issues notices of citations and violations; receives permit applications for local city permits; and serves as a resource on City regulations to property owners, residents, businesses, the general public and other City departments.

Responsibilities

1. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances.
2. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
3. Conduct field investigations into code violations and complaints according to F.S. 162 – Code Enforcement and pursue bringing property owners into compliance with state statutes and city ordinances.
4. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
5. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
6. Patrol assigned area in a city vehicle to identify and evaluate problem areas and/or ordinances violations; determine proper method to resolve violations.
7. Issue & manage various City permits including but not limited to: tree permits, sidewalk permits, fence permits, fill permits, and sign permits.
8. Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
9. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement, research complaints.
10. Maintain database of city permits and code violations.
11. In collaboration with City Clerk, ensure businesses in the city have current Business Tax licenses.
12. Prepare weekly short-term rental report and conduct investigations of property owners operating short-term rentals in violation of state statutes and city ordinances.
13. Conduct annual reviews of short-term rental properties to ensure their compliance with state and local laws and ordinances.
14. Other duties as assigned.

Qualifications:

- Perform a full range of municipal code enforcement and compliance duties.
- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for services in a fair, tactful, and firm manner.
- Prepare accurate and detailed documentation of investigation findings.
- Maintain complex logs, records, and files.
- Prepare clear and concise technical reports.
- Make oral presentations and testify in court.
- Work independently.
- Read county tax assessor maps and property profiles and interpret legal documents and descriptions.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with colleagues, property owners and citizens.
- Maintain high standards for professional and ethical conduct.

Education & Experience:

- Two (2) years' experience in code enforcement or closely related field
- Must possess and maintain a valid Florida Driver's License.
- High School Diploma/G.E.D.
- Certification as a Level I Code Enforcement Officer by the Florida Association of Code Enforcement Officers or ability to acquire within six (6) months of employment.
- Effectively use computer and office software such as Microsoft Word, Excel, Outlook, etc.

Physical Demands and Working Environment:

- Environmental: Be willing and able to work inside and outside; work alone, travel from site to site. May be exposed to noise, dust, inclement weather conditions, and potential hostile environments.
- Primary functions require sufficient physical ability and mobility to work in an office and field environment; to lift and carry light to heavy equipment; to operate office equipment, including computers.
- Ability to operate a vehicle to travel to various locations.

Pay: \$42,500 – 47,500, determined by education, training, and experience.