

CODE ENFORCEMENT OFFICER

DEFINITION

Performs a variety of code enforcement activities regarding violations of code of the City of Moore Haven. Performs other duties as required to protect the interests of the City of Moore Haven. Ensures compliance with Section 162 of the Florida Statutes (Local Government Code Enforcement Act) and the City's Code Enforcement Ordinance.

DISTINGUISHING CHARACTERISTICS

The **Code Enforcement Officer** acknowledges researches, responds to complaints, and issues notices to correct violations of code of the City of Moore Haven through the administrative process.

SUPERVISION RECEIVED

Supervision is provided by the Director of Public Works. By the general nature of the position's routine and daily activities, close supervision should not be required nor expected after an initial period of employment.

ESSENTIAL DUTIES

Conducts field investigations, by routine patrol or response to complaints, to ensure compliance with the Codes of the City of Moore Haven that deal with the city's land use, housing, zoning, inoperable vehicles on private property, and nuisance codes and ordinances; prepares factual reports regarding investigations and compliance efforts; advises violators of ordinance requirements and seeks to gain voluntary compliance; photographs and prepares written violation notices; performs follow-up of all activities; records all code enforcement activities in a journal and prepares monthly reports for the City Council. Maintains a good relationship with the public and responds to complaints or comments concerning code enforcement issues. Attends and provides reports at the City Council Meetings and workshops relating to the code enforcement. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with City Hall. Cleans and organizes assigned work area and equipment; maintain effective working relationships with others. Responsible for the safety of self, coworkers, and general public by reporting, wearing and using the proper safety equipment in the performance of duties.

OTHER DUTIES

Reports all deficiencies or safety hazards relating to the infrastructure of the City of Moore Haven. These may include, but are not limited to, streets, drainage, parks, traffic control devices, electrical hazards, or water leaks. As needed the Code Enforcement Officer may be required to perform any task associated with public works. These may include, but are not limited to, meter reading, water line repairs, electric repair, mowing, sign maintenance, pothole repair, and parks or building maintenance.

QUALIFICATIONS

Experience/Education

A typical way of obtaining the required qualification is to possess a high school diploma or equivalent or through actual work experience of a similar nature.

Knowledge/Skill/Ability

The Code Enforcement Officer is expected to possess the knowledge of principles and practices of positive interpersonal and public relations; modern office procedures, methods, and computer equipment; English usage, spelling, grammar, and punctuation; arithmetic and basic mathematical calculations.

The Code Enforcement Officer is expected to possess the ability to read, understand, interpret, and apply rules and regulations; organize and maintain records, work independently, and write clear reports; analyze situations and develop solutions; review, prioritize, and analyze information; obtain information through interview and dialogue; work fairly and courteously with the public; exercise discretion in determining actual or probable code violations; exercise independent judgment to adopt or modify methods to meet variations in code compliance.

Working Conditions

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when operating power tools, vehicles and equipment. The need to lift and push chemicals, trash cans, building materials, and other equipment and supplies weighing up to 80 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use spraying and cleaning ingredients, exposing the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb on ladders, use power, noise and vibration producing tools and equipment, drive motorized vehicles and equipment and work in heavy vehicle traffic conditions which subjects the employee to mechanical and electrical hazards. The position also requires both near and far vision and ability to differentiate colors.

License/Certificate

Possession of a Class E Florida driver's license. Incumbent must obtain a **Code Enforcement Certification within 6 months of hire date unless extended by the City. The City will incur costs of training and testing for certification.**

Work hours

40 hours per week

Expected Salary

Up to \$20.00 hour - DOQ/DOE, full benefits, Florida Retirement System