

## Code Enforcement Officer Position

**SUMMARY:** This position is responsible for the enforcement of the City of Crescent City Code of Ordinances, Land Development Code and other related laws, through voluntary compliance, followed by enforcement through the issuance of citations or a notice of violation to be heard before the Code Enforcement Board. The Code Enforcement Officer position has the primary responsibility to assure that the safety and health of the public is maintained through adherence to those requirements as established by law. However, the position is expected to be professional, courteous, communicate face-to-face with alleged violators where possible, be very clear and specific with regard to the alleged violations and offer solutions in addition to indicating potential ramifications of inaction. The position will also be responsible for beautification and proactive cleanup efforts in coordination with Keep Putnam Beautiful or other volunteer efforts to clean up and beautify public and private spaces in the City.

This position reports to the Chief of Police. It is intended to be a part-time position averaging 20 hours per week; but has the potential to become of full time position if the City's financial resources allow for it and the person in the position demonstrates the ability to multi-task and add value to the position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enforces and maintains general policies for code enforcement.
- Performs field inspections and re-inspections to determine compliance with zoning and land development requirements; property maintenance and performance criteria; conformance with business tax receipts; and related codes as assigned.
- Initiates general notices and correspondence relating to Code enforcement, identifies existing code violations and compiles a noncompliance list.
- Recommends corrective actions to bring about compliance, determines time frames for compliance achievement, and attempts to secure voluntary compliance wherever possible through positive methods.
- Issues notices of violation and citations in accordance with city code.
- Maintains detailed and accurate records of violations and compliance dates and assembles and maintains evidence. Enters all data in computer compliance tracking system.
- Answers inquiries from property owners, builders and the public regarding compliance with zoning regulations, site plan and property maintenance standards, regulatory practices, and active code enforcement cases.
- Propose beautification efforts for the City public spaces and initiates proactive clean up of said spaces.
- Conducts research regarding property ownerships, current and past permits and applications, applicable codes and laws, and coordinates code enforcement actions with other city departments and other government agencies when necessary.
- Attends Code Enforcement Board Hearings, Special Magistrate Hearings and other Court Hearings and presents testimony as necessary.
- Prepares reports, presents facts and recommendations to the Code Enforcement Board, the Special Magistrate and/or the City Commission.

- Coordinates with the building official, building code inspectors and City's planning director in enforcement duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** The applicant must be a high school graduate. Ability to secure Level I certification within 12 months is a requirement of the position; Level II or Level III required within 24 months. FACE certificate preferred or ability to secure certificate within 12 months of employment. Knowledge or experience with city, county and state laws and regulations pertaining to land use, zoning, building permits, and property maintenance is preferred. Knowledge of principles and methods of research and investigation related to code enforcement, and a demonstration of knowledge concerning effective public relation practices is preferred.

**OTHER SKILLS AND ABILITIES:**

- Ability to communicate effectively both orally and in writing, and to speak and make presentations in public meetings, including formal presentations before the Code Enforcement Board, Special Magistrate and the City Commission.
- Ability to read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning.
- Applicant must possess a valid Driver's license issued by the State of Florida.
- Ability to read site plans.
- Ability to read and understand Land Development Code and related regulations.
- Ability to input, retrieve and access information on a computer.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee may be required to work inside in an office environment or outside in various weather conditions. The employee may also be required to work on uneven surfaces, or in noisy conditions. Requires considerable physical activity including but not limited to climbing, walking, lifting (15 to 45 lbs), stooping, pulling. Subject to being required to report to work during a declared disaster.

Crescent City is a Equal Opportunity Employer, a Drug Free Workplace and an E-Verify Employer.