



CODE ENFORCEMENT OFFICER

FLSA: Non-Exempt
Job Status: Full Time
Department: Police Department
Salary: \$43,680 to \$55,000 annually
Reports to: Lieutenant

Summary/Objective:

The Code Enforcement Officer performs professional work involving the proactive and reactive enforcement of Town code and ordinances throughout the Town. The Officer is responsible for the comprehensive coordination and administration of the enforcement process, ensuring the safety, health, and general welfare of the community. This is a full-time position with a flexible schedule.

Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Initiate and perform proactive field investigations for non-compliance with town ordinances and state law
- Respond to, researches, and investigates code-related complaints
- Provide customer services verbally and in writing to violators; explain actions required to comply with ordinances, and provide remedial action alternatives
- Prepare and issue notices of violation and citations
- Document, records, and maintain case files and activities
- Case preparation and issuance of notice of hearing for violations to be heard by the Code Enforcement Board, including gathering of evidence and testimony
- Attend Code Enforcement Board hearings, present testimony and evidence pertaining to the violations
- Assist with transition to new electronic code enforcement software

Additional Job Functions:

- Engage in public relations and community service activities and events to promote a positive image for code enforcement; build cooperative and collaborative relationships with the community
- Perform related tasks and duties as directed by the Lieutenant, Police Chief, and Town Manager

Knowledge, Skills and Abilities:

Ability to understand, interpret, and enforce ordinances and state law firmly, tactfully, and impartially, sometimes in stressful or emotional situations. Ability to handle complaints in a courteous and

effective manner. Ability to effectively communicate and educate the general public in layman's terms. Ability to establish and maintain effective working relationships with management, city officials, supervisors, employees in various departments, and the general public with the goal of fostering positive employee relations and employee morale. Ability to work independently. Ability to effectively utilize personal computers and common office software such as Microsoft Word, Excel, and Outlook. Solve problems with innovation and creativity. Punctuality and regular attendance are essential functions of this position.

Education and Experience:

- Possess a High School diploma/GED
- Preference given to individuals with code enforcement experience

Certifications/Professional Licenses:

Certification as level II Code Enforcement Officer by the Florida Association of Code Enforcement Officers or ability to acquire the certification within six (6) months of employment. Failure to obtain the certification within the first six (6) months of employment will result in unsuccessfully completing the required probationary period.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must be able to lift, carry and push articles weighing up to 25 lbs. Specific vision abilities require by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in all types of weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, vibration, extreme temperatures, animals/insects, electrical hazards, confined spaces, heights, noise, and blood borne pathogens.

Special Requirements:

- Possession of valid State of Florida Class "E" driver's license with no more than six (6) points in a three (3) year period.

- Availability to work irregular hours including weekends, holidays, and extended hours in natural or man-made disasters, and emergencies or other situations influenced by workload and staffing need.

The Town of Lake Clarke Shores, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Town values the service veterans and their family members have given to our country and supports the hiring of returning service members and military spouses.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Other duties may be required and assigned.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

This job description has been updated and approved on September 13, 2022.

The employee's signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____