

Job Description for Code Enforcement Officer

The City of Polk City has an immediate opening for a **Part-Time Code Enforcement Officer**. This position requires Code Enforcement Certification.

GENERAL DESCRIPTION

Performs a variety of technical duties in support of Polk City's Code Enforcement Program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments.

ILLUSTRATIVE DUTIES

- Performs field inspections to enforce compliance with the Land Development Code, Florida Building Codes and various City and County Ordinances.
- Interprets and appropriately applies and enforces all regulatory enforcement violations.
- Investigates, gathers evidence, interviews witnesses, complainant/neighbor, takes photographs and conducts research.
- Knowledge on how to research land ownership by using legal descriptions, tax records, Property Appraiser records, deeds and other related documentation.
- Prepares an accurate summary of findings on conditions regarding each assigned case and results inspection.
- Must be able to identify illegally dumped items on the right of way and disperse to appropriate agency for removal and investigation.
- Able to open/generate new cases and knowledgeable in the Code Enforcement computer program and any related programs utilized within the Division.
- Generates presentations, stipulated agreements, labels evidence and prepares testimony for cases presented to the Special Magistrate.
- Have situational awareness about safety hazards during property abatements involving hoarders.
- Working knowledge of the sign code and identification as it relates to illegal signs on the right of way and removal/disposal of the same, private property sign violations.
- Damage Assessment identification, identify structures for power pulls, required permitting and those unfit for habitation.
- Ability and training to utilize issued safety equipment including, but not limited to work boots, gloves, posting stakes, safety vests.
- Identify and have a working knowledge on what to do involving chemical spills, hazardous waste sites and drug paraphernalia awareness.
- Advises and/or ensures that codes, ordinances and laws are conformed with or issues appropriate violation notification and posts property for legal service to ensure due process.
- Effectively communicates (oral and/or written) with property owners, tenants, complainants to determine the nature of the complaint and violation, if any; interpretation and explanation of all code regulations enforced.
- Assist, advise, and guide property owners, tenants, complainants, attorneys or other concerned parties working within the regulations to bring a code violation into compliance, including multiple follow-up inspections.
- Regularly communicates with land development planners, building, construction and fire inspectors, waste and recycling, hazardous waste, real estate, and external agencies to

- provide coordinated responses to customers.
- Must have the mental, physical and verbal ability to think and respond quickly while remaining courteous and professional while safely interacting with the public during situations involving aggressive, hostile, mentally ill or unstable citizens.

Essential Functions (Knowledge, Skills and Abilities)

- Ability to interpret and understand the Florida Building Code, Polk City Land Development codes, regulations, laws, State and Federal rules and City and County Ordinances.
- Knowledge of principles, practices and techniques used in Code Enforcement.
- Knowledge of the contracted Waste & Recycling pick-up and disposal requirements.
- Knowledge of Illegal Dumping statutes and reporting/disposal guidelines for Polk City.
- Knowledge of Land Development uses and application/hearing processes.
- Knowledge of Building permitting and construction review/processes.
- Knowledge of Utilities water and wastewater function and processes.
- Possesses working knowledge on the use, application, and capabilities of word processing, spreadsheet, and database software.
- Ability to learn and use the City's version of the Geographic Information System (GIS) for daily use, land use determination and the Damage Assessment program during a disaster related event.
- Ability to write and complete clear, concise and accurate narratives, forms and reports.
- Ability to use good judgment in evaluating situations and making independent decisions and/or recommendations.
- Ability to drive from one work site to another and provide investigative related work.

MINIMUM QUALIFICATIONS

Must have a valid Florida Driver's License, graduate of an accredited high school or possess an acceptable diploma and have a minimum of one (1) year City or County Code Enforcement related work experience.

Must have at time of employment or must obtain within one year:

-Florida Association of Code Enforcement (F.A.C.E.) Level I or Fundamentals of Code Enforcement Certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

SALARY: DOQ

HOW TO APPLY:

Please submit a completed Polk City Employment Application, Resume and any supporting documentation to Polk City, Attn: Sheandolen Dunn, Human Resources, 123 Broadway Boulevard SE, Polk City, FL 33868 (863-984-1375 x238 or Sheandolen.dunn@mypolkcity.org). Applications and a full job description can also be obtained at City Hall or by visiting the City's website (www.mypolkcity.org).

Veterans Preference

Veterans Preference' Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under (FS 295.07(2)(c)) will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager.

CLOSING DATE: Open Until Filled

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.