



**CITY OF LAKE ALFRED
COMMUNITY DEVELOPMENT DEPARTMENT
JOB DESCRIPTION**

TITLE: Code Enforcement Officer – Part Time
Grade 7

DEPARTMENT: Community Development

GENERAL DESCRIPTION:

This is professional work within the Community Development Department involving proactive enforcement of City codes and ordinances including but not limited to: land use and zoning issues, lot mowing, signs, nuisance complaints, and building permit violations. The major duties of the officer will be conducting field inspections and background investigations, compiling information, generating notices of violation and citations, preparing case reports, and presented cases at a monthly Special Magistrate hearing. The officer must understand and comply with code compliance processes established by local and State law. The position requires significant contact with the public and the officer is required to exhibit considerable independent judgment in the performance of day-to-day duties. Must be able to research, interpret and inform citizens of City codes and zoning compliance as well as building codes. The position is supervised by the Community Development Director.

ESSENTIAL JOB FUNCTIONS:

- A. Performs systematic site inspections of properties within the City for compliance with established City codes;
- B. Investigates reported and observed violations of the City's ordinances and codes;
- C. Identifies compliance problems and provides assistance;
- D. Meets with property owners and general public to explain and interpret City codes and advises violator of expected time frame to correct the infraction;
- E. Performs site re-inspections and determines compliance;
- F. Issues code violation notices, when necessary;
- G. Prepares and maintains code enforcement records and reports;
- H. Collects and analyzes data for departmental reports;
- I. Provides testimony to code board or special magistrate, when necessary;
- J. Removes illegal and off-site advertising signs from road right-of-way, trees and utility poles;
- K. Assists the City in the preparation for and aftermath of a major emergency such as a hurricane or other storm or disaster, as needed
- L. Performs other related duties as required
- M. Routinely inspects and approves lot cleaning and mowing work performed by outside contractors on city owned lots.
- N. Performs preliminary review of all demolition sites and case files to determine compliance with established procedures.



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MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

Applicant must have excellent customer skills including active listening, negotiation, persuasion, social perceptiveness and empathy. The applicant must also be able to review, understand, and explain local City codes, and applicable State law. The applicant must understand the general principals of code enforcement. The applicant will be expected to make independent decisions regarding compliance and noncompliance with regulations and therefore must have critical thinking and complex problem-solving skills. Applicant must have knowledge of investigative procedures and ability to compile facts in a logical progression for presentation to the code board or special magistrate. Also, the ability to communicate orally and in writing clearly and concisely in an easily understood manner is required. Skill in using common computer hardware and software to perform tasks such as report writing in Word or Excel, uploading and inserting images from a digital camera, or preparing presentations in PowerPoint.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent supplemented by two (2) years' experience in code enforcement, planning or zoning, or building trades required. A combination of training and experience may be considered. Must obtain Level One Certification through the Florida Association of Code Enforcement (FACE) within one (1) year from date of hire. Valid Florida Driver's License with an acceptable driving record required.

(A comparable amount of education training or experience may be substituted for the minimum qualifications.)

LICENSES, CERTIFICATION OR REGISTRATION:

- ❖ Must maintain a valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- ❖ Normal hearing (with or without hearing aid);
- ❖ Normal visual acuity, field of vision, color perception, and depth perception (with or without correction);
- ❖ Acceptable clarity of speech (with or without reasonable accommodation);
- ❖ Ability to communicate both orally and in writing;
- ❖ The position may require balancing, kneeling, crouching, crawling, stooping, climbing, reaching, pulling, pushing, climbing, grasping, standing, and walking.
- ❖ The position may also require sense of smell, texture perception, and good manual dexterity.
- ❖ Requires manual labor work that involves working or standing some of the time and exerting up to 35 pounds of force on a recurring basis.



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ENVIRONMENTAL CONDITIONS:

Work inside in an office environment with quiet noise level and routine keyboard operations. Work outside in various weather conditions with moderate to loud noise level. The job risks occasional exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, and vehicular traffic.

POSITION CLASSIFICATION EXEMPTION STATUS:

Non-Exempt