



CITY OF AVON PARK

Highlands County, Florida

JOB TITLE:

CODE ENFORCEMENT OFFICER

EXEMPT: NO

DIVISION: Code Enforcement

SALARY: (\$17.51- \$20.37) DOE

COST CENTER: 001-0353-529-12.00

REPORTS TO: Code Enforcement Supervisor

SHIFT: Days

DEPARTMENT: Code Enforcement

POSITION: Code Enforcement Officer

LOCATION: City Hall

DATE: 03/14/2023

PREPARED BY: Human Resources

DATE: 03/14/2023

NATURE OF WORK:

This position is responsible for conducting inspections and investigating complaints to determine violations of City codes and ordinances and resolve those complaints through citations and warning notices while assuring due process is followed. This position requires diligence and attention to detail. The Code Enforcement Officer acts as the public liaison for all code compliance matters by effectively communicating with residents and business owners while understanding and balancing the needs of each. Work is performed under the general supervision of the Code Enforcement Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES: These are intended only to illustrate the various types of work performed. The omission of specific duties does not exclude them from the position.

- Perform a variety of field and office work in support of the City's local code enforcement department; enforce compliance with City regulations and ordinances, including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, slum and blight, graffiti, and other matters of public concern.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation(s); issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance, including letters, inspections, calls, meetings, and discussions to ensure compliance with appropriate codes and ordinances; and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the City; testify at Special Magistrate hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities, including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare various written reports, memos, and correspondence related to enforcement activities.
- Monitors compliance with Special Magistrate rulings and follows up to conclusion.
- Maintain current and thorough knowledge of applicable City Codes, the Land Development Code, and other directly applicable regulations and agreements.

- Receive, document, investigate complaints, and identify code violations during routine patrol; determine appropriate action; locate property ownership information and parcel information; conduct legal research for information for property owners and interested parties; issue warnings, letters, and citations as appropriate; conduct follow-up investigations and take additional actions until cases are resolved, and files are closed.
- Establish and maintain a positive working relationship with residents, business owners, internal functions, and other points of contact to resolve code issues and demonstrate qualities of patience, de-escalation, and the ability to maintain tact under challenging situations.
- Communicate clear, correct, and concise information regarding violations, code requirements, and necessary steps for a resolution to citizens and business owners.
- Inspect, or coordinate with the Building Official, to inspect structures for determination of soundness and consideration for condemnation.
- Prepare, or participate in the preparation of studies related to code compliance by identifying repeat issues, areas of the City that may require additional enforcement, and other related Community Development projects, as assigned.
- Prepare orders to impose liens, file liens, and satisfaction of liens.
- Develop procedural remedies with legal staff to effectively use the legal system when dealing with repeat code violation offenders.
- Present, prepare, and schedule cases to present to the Special Magistrate.
- Receives, acknowledges, tracks, researches, coordinates, and maintains complete and comprehensive records relating to Code Compliance.
- Follow safe working practices, and have a working knowledge of safety practices and procedures.
- Operate a computer to enter, process, and acquire data relative to complaints, inspection sites, and research complaints.
- Drive a city vehicle to conduct code inspections or to determine code violations, etc.
- Performs related duties as assigned.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to deal with the public firmly and impartially.
- Ability to present findings and recommendations concisely and effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other city employees and the general public.
- Knowledge of code compliance policies and land development regulations
- Competence with Microsoft software suite and products.
- Ability to read and understand building codes.
- Ability to read maps and plans.
- Ability to organize work for timely completion.
- Ability to work with minimal supervision.
- Ability to use critical thinking skills.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High school diploma or GED from a U.S. Department of Education accredited institution is required.

- Three (3) years of field enforcement experience involving interpreting, documenting, reporting, and/or correcting violations of regulatory codes or ordinances. Associate degree can substitute for two years of the required experience.
- Florida Association of Code Enforcement (FACE) - Level I required within 12 months of hire, Level II within 24 months of hire, and Level III within 36 months of hire, employees will be given two attempts at the tests; the City will pay for the first attempt; the candidate must pay for the second attempt.
- Possession of a valid Florida driver's license with an acceptable driving record

PHYSICAL REQUIREMENTS:

- Ability to drive City vehicles.
- Position may require walking over uneven terrain, climbing stairs, bending, crawling, pulling, pushing, stooping, and occasionally lifting heavy objects.
- Requires extensive outdoor work in all weather; requires investigations of health hazards, unsafe structures, walking through overgrown areas, investigating dumpsites, and investigations of structures or areas with offensive odors, etc.

All employees serve an essential role in the City's disaster preparation and/or disaster recovery efforts, as designated by the City's Emergency Manager. This may involve being prepared to stay at a city facility during disaster events or to respond to damage assessment operations shortly after a storm/disaster.

HOURS OF WORK:

Monday through Friday, 8:00 am to 5:00 pm. Employees are occasionally required to work on Saturdays to ensure City codes are not being violated outside of normal business hours.

Employment Applications for the City of Avon Park must be filled out in their entirety. Applications can be found at www.avonpark.city

The City of Avon Park considers applications for all positions without regard to race, color, sex, marital status, religion, creed, national origin, political opinions or affiliations, age, the presence of a non-job-related medical condition or disability, or any other legally protected status in accordance with Equal Employment Opportunity rights. The City of Avon Park also complies with all applicable laws governing employment practices and does not discriminate based on any unlawful criteria.

The City of Avon Park affords veterans preference in employment in accordance with F.S. 295, and in accordance with F.S. 112, the City of Avon Park is a drug-free workplace.