



JOB DESCRIPTION

JOB TITLE: Code Enforcement Officer

PAY GRADE: 104

DEPARTMENT: Building & Zoning

MIN. PAY: \$19.95 **MAX. PAY:** \$27.92

FLSA CLASSIFICATION: Full-time

FLSA STATUS: Non-exempt

REPORTS TO: Administrative Manager

DESCRIPTION SUMMARY:

This position performs technical and field work to enforce the City of Fruitland Park Code of Ordinances and applicable state and local regulations related to zoning, land use, property maintenance, nuisances, building, health and safety, and other matters of public concern. Conducts inspections and investigations, works with property owners and other parties to achieve compliance, prepares enforcement cases, and provides information regarding City codes and regulations.

ESSENTIAL JOB FUNCTIONS-Include, but may not be limited to:

- Patrols and inspects properties throughout the City to identify and verify violations of applicable codes and ordinances.
- Responds to complaints involving zoning, signage, unsafe or substantiated structures, property maintenance, nuisances, animals, noise, illegal dumping, abandoned or overgrown property, and other code-related matters.
- Conducts field investigations and research; gathers evidence, interviews parties, determines compliance, and issues warnings, notices of violation, and other corrective actions.
- Works with property owners, tenants, contactors, developers, businesses, and residents to explain code requirements and obtain voluntary compliance.
- Maintains accurate case files, inspection records, photographs, reports, correspondence, notices, and other enforcement documentation.
- Prepare and presents code enforcement cases before the Special Magistrate, City Commission, or courts; coordinates with legal counsel and other agencies and provides testimony as required.
- Initiates enforcement cases and files liens or other required documentation in accordance with applicable procedures.
- Coordinates enforcement activities with Building, Planning, Police, Public Works, legal counsel, and other City departments or outside agencies.
- Assists with reviewing and recommending amendments to City codes and regulations.
- Provides code enforcement information and assistance to residents, businesses, City staff, and the public.
- Maintains regular attendance and performs other related duties as assigned.

SHILOH CEMETERY RESPONSIBILITIES:

- Administers and maintains cemetery records, including lot and niche sales, grave-opening permits, monument permits, and burial records.
- Provides information and assistance regarding cemetery lots, burials, and related requirements.
- Coordinates burial services with funeral homes, vault companies, monument companies, families, and other service providers.
- Coordinates with Public Works to locate and mark grave sites and prepare for funeral services.
- Performs other administrative and coordination duties necessary for cemetery operations and maintenance.

MINIMUM QUALIFICATIONS- (Knowledge, skills, and abilities):

- Knowledge of municipal code enforcement principles, inspection practices, and applicable zoning, land use, building, property maintenance, nuisance, and public safety regulations.
- Ability to conduct investigations, evaluate evidence, analyze complex situations, and make impartial decisions using sound judgment.
- Ability to communicate clearly and professionally, both verbally and in writing, including preparing reports, correspondence, notices, and case documentation.
- Ability to effectively present information and provide testimony before the Special Magistrate, City Commission, courts, or other proceedings.
- Strong interpersonal and customer service skills, including the ability to professionally manage difficult, confrontational, or stressful situations.
- Ability to establish effective working relationships with residents, businesses, coworkers, supervisors, contractors, and outside agencies.
- Ability to work independently and collaboratively and follow verbal and written instructions.
- Proficiency with Microsoft Office applications and the ability to use code enforcement software, mobile technology, radios, and standard office equipment.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED and two years of related experience in code enforcement, inspections, law enforcement, building inspection, land use, public administration, or a related field.
- Associate or bachelor's degree and relevant code enforcement experience preferred.

LICENSES AND CERTIFICATIONS

- Valid Florida driver's license or the ability to obtain one prior to employment.
- Code Enforcement Officer certification within two years of employment.
- Job-related certifications through the Florida Association of Code Enforcement (FACE), American Association of Code Enforcement (AACE), building inspection organizations, or similar professional organizations preferred.

PHYSICAL CONDITIONS:

- Work is performed in both office and field environments and requires considerable outdoor activity.
- Ability to stand, walk, sit, climb, balance, stoop, kneel, crouch, reach, and operate computers, tools, and equipment.
- Occasionally lift or move up to 50 pounds.
- Sufficient vision and hearing to safely perform inspections, operate equipment, document conditions, and communicate effectively.
- Position may require occasional weekend work to monitor unpermitted activities and attendance at City Commission or other meetings outside normal business hours.

Employee Signature: _____

Date: _____

Department Head Signature: _____

Date: _____