



Town of Loxahatchee Groves

155 F Rd. • Loxahatchee Groves, FL 33470 • (561) 793-2418 • Fax (56 1) 793-2420 • www.loxahatcheeegrovesfl.gov

Title: Code Enforcement Officer

Status: Non-Exempt

WORK OBJECTIVE:

Performs specialized work in code compliance and enforcement. Position is responsible for providing customer service by resolving complaints in connection with property, business tax receipts, public nuisances and land development codes related to the Town's codes and ordinances. Work is performed under general supervision with limited latitude. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Initiates and performs proactive field investigations for violations of Town codes and ordinances; communicates with property owners, tenants, and property managers as required; research and documents violations including corresponding photos and tenant documents, according to area of assignment.
- Attends meetings according to area of assignment.
- Responds to, researches, and investigates code-related complaints from citizens, businesses, the Council, the Manager, and staff in a manner that facilitates positive public relations.
- Prepares and provides notice to violators specifying the violation and action to be taken to abate violation conditions.
- Provides customer service to and corresponds with violators, both verbally and/or in writing to provide information, respond to inquiries, and explain remedial action alternatives.
- Documents, records, and maintains detailed files on all case activity performed; monitors ongoing cases.
- Reviews various records and documentation relating to code enforcement duties, e.g., property ownership, site plans, codes, ordinances.
- Conducts appropriate research and drafts reports, fact sheets, evaluations, conclusions, notices, and other documentation for presentation to the Code Enforcement Special Magistrate.
- Presents case documentation/information and testifies at Code Enforcement hearings regarding case facts, conditions, findings, and relevant code sections.
- Performs associated administrative duties as required.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

MINIMUM QUALIFICATIONS:

High School Diploma GED required; supplemented by two (2) years of vocational training or professional experience in the enforcement of zoning, building, land use, health, or licensing codes; Florida Association of Code Enforcement (FACE) Level I certification or the ability to acquire Code Compliance Officer certification within one (1) year of hire desired; or an equivalent combination of education, training and/or experience. Possession of a valid Florida driver's license required.

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may require extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

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.

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. The Town is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the Town provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this position description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employees Name (print)

Supervisor's Name (print)

Employees Signature

Supervisor's Signature

Date

Date