



## TOWN OF INTERLACHEN CODE ENFORCEMENT OFFICER JOB DESCRIPTION

**DEPARTMENT:** Code Enforcement  
**LOCATION:** 311 Atlantic Avenue, Interlachen, FL 32148  
**JOB TITLE:** Code Enforcement Officer  
**REPORTS TO:** Town Council and the Code Enforcement Board

**TYPE OF POSITION:**

Full-time       Part-time (less than 30 hrs)       Contractor       Exempt       Nonexempt

**Hours:** as needed

**GENERAL DESCRIPTION**

This is a sub-contracted position that reports to the Town Council and the Code Enforcement Board. The position performs technical work investigating violations of the Town Code Ordinances. This work is based on complaints received.

**ESSENTIAL FUNCTIONS:**

- Responds to a wide variety of calls and complaints involving violation of the Code of Ordinances.
- Resolves violations through voluntary compliance or when not possible, sets in motion the process for appearance before the Code Enforcement Board for further action or other legal enforcement procedures.
- Issues citations and/or notices to appear. Conducts research to determine necessary facts.
- Provides testimony in code violation matters.
- Keeps records and makes reports of activities and cases filed or forwarded for filing.
- Provides a monthly report to the Town Council the Code Enforcement Board, due on 1<sup>st</sup> of each month.
- Presents cases to the Code Enforcement Board.
- Presents request to the Town Council related to fine reductions, abatements, and foreclosures.
- Works with Putnam County as needed in order for them to perform housing inspections and condemn unsafe or dilapidated residential structures under the direction of the building official.
- Assesses, inputs, and retrieves information from a computer.
- Writes letters, track cases, and maintains case files.
- All files will be stored at the Town Office.

**NOTE:** These duties are intended only as illustrations of the various types of tasks in this class, can be changed at any time and do not constitute an employment contract. The omission of specific statements of duties does not exclude the related or logical assignment to this position.

**KNOWLEDGE, SKILL AND ABILITIES**

- Knowledge of general construction practices.
- Ability to gain knowledge of the Town's rules, regulations, policies, and procedures.
- Ability to gain knowledge of the geography of the Town's proximate incorporated area and Town road network.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to enforce ordinance with firmness, tact and impartiality, and to deal courteously with the general public.
- Ability to operate a motor vehicle.
- Ability to access, input, and retrieve information from a computer terminal.
- Ability to learn and use various job-related software and equipment.

**EDUCATION - LICENSE/CERTIFICATION REQUIREMENTS**

- High School Diploma or GED.
- A FL Class E Drivers License is required prior to appointment and must be maintained.
- Experience in dealing with the public in code enforcement, construction/building inspection, or other related fields.
- Must be able to pass: drug test, physical and a criminal history background check.
- Must be 18 years of age.

**WORKING CONDITIONS**

- Reports to the Town Council and the Code Enforcement Board.
- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Walking, standing, bending, stooping, climbing.
- Writing.
- Sitting at a desk and viewing display screen for extended periods of time.
- Driving.
- Ability to work under stress with time constraints.
- Work inside in an office environment.
- Work outside in varying weather conditions with slippery and uneven surfaces, heights (up to 10 feet).

*(Reasonable accommodation will be made for otherwise qualified individuals with a disability or disabilities.)*

**REVIEWED BY:****APPROVED BY:****DATE POSTED:****DATE HIRED:**