



**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 Clerk

TYPE OF POSITION: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time (less than 30 hours) <input type="checkbox"/> Contractor	Hours: <u>as needed</u> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
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GENERAL DESCRIPTION

This is a part-time position that reports to the Town Clerk. The position performs technical work investigating violations of the Town Code Ordinances and presents testimony and evidence to the Special Magistrate. The work performed 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 Special Magistrate for further action or other legal enforcement procedures.
- Issues notice of violation and/or notices to appear. Conducts research to determine necessary facts.
- Keep records and makes reports of activities and cases filed or forwarded for filing.
- Provide a monthly report to the Town Council, due on 1st of each month.
- Present code violation cases and provides testimony to the Special Magistrate.
- Present to the Town Council requests related to fine reductions, abatements, and foreclosures.
- Work 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.
- Assess, input, and retrieve information from a computer.
- Write letters, track cases, and maintains case files.
- Assure that all files are 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 Clerk.
- 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 varied weather conditions with slippery and uneven surfaces, heights (up to 10 feet).
- Other working conditions may include providing services to the front office staff such as receiving water payments, answering phones, and taking messages if staff is short-handed.

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

REVIEWED BY:

APPROVED BY:

DATE POSTED:

DATE HIRED: