



Resumes can be provided by U.S. Mail/Fax/Email
City of Edgewood
405 Larue Avenue
Edgewood, Florida 32809
Phone/407-851-2920 – Fax/407-851-7361
Bea L. Meeks, City Clerk (bmeeks@edgewood-fl.gov)

JOB TITLE: Code Enforcement Officer / Administrative Support

DEPARTMENT: City Clerks' Office

JOB CLASSIFICATION: Full-Time/Non-exempt

PAY GRADE: \$25,000 - \$35,000

GENERAL DESCRIPTION:

Under general administrative direction of the Mayor and/or the Mayor's designee. This is field work in the investigation and enforcement of regulatory city codes and ordinances pertaining to land use, building conditions, nuisances, signing, landscaping, sanitation, license and related environmental issues. Employees in this classification receive and investigate complaints regarding code violations in the area of assignment. Responsibilities include but not limited to providing information, conducting field inspections, issuing citations or violation notices, and monitoring to ensure compliance. Work is performed and is reviewed for conformance with laws, regulations, codes, ordinances and established policies and procedures.

Additional responsibilities as administrative support for City Hall/City Clerk include answering phones, permit issuance, customer service, business tax receipts, recording secretary for various advisory boards and special projects under the direction of the Mayor and/or the Mayor's designee

PRIMARY AND ESSENTIAL JOB FUNCTIONS:

1. Conducts field inspections and investigations of properties to determine compliance with ordinances; explains and interprets codes, violations and penalties to owners and occupants; explains methods and procedures for corrective action.
2. Prepares and serves notice to remove or correct existing violations; write citations and re-inspects and monitors for continued compliance.
3. Investigates complaints of littering, abandoned vehicles, signs, violations; writes citations and re-inspects and monitors for continued compliance.

4. Periodically inspects commercial establishments for necessary licenses.
5. Presents cases to the Code Enforcement Board as required.
6. May serve as liaison to City departments and/or regulatory agencies in the investigation and enforcement of codes and ordinances.
7. Prepares reports and correspondence, maintains records and files, and completes a variety of forms.
8. Operates an agency vehicle.
9. Administrative support for Building and Zoning/Business Tax Receipts
 - Provides administrative support to management and the department.
 - Accepts applications for building permits. Reviews forms for accuracy and missing documents; explains permit procedures and fee schedules. Issues building permits. Schedules inspections.
 - Accepts and processes applications for Business Tax Receipts.
 - Creates meeting agenda, takes minutes, and distributes information as appropriate, meets required deadlines as spelled out in state statutes and city codes.
 - Follows up as necessary.
 - Establishes and maintains procedures manual for each board.
 - Prepares and produces various routine and specialized reports as assigned, using some judgment for format layout.
 - Aids in research to keep codes current.
 - Assists with various citizens' inquiries. Answers questions and/or refers inquiry to appropriate person.
 - Directs department record management.
 - Maintains files for contractor information. Ensures proper documents are received prior to issuing permit.
 - Assists the plan review process by maintaining phone contact with contractors and property owners, helping to coordinate the needed documents to complete the permitting process.
 - Provide calendar management and meeting coordination.
 - Performs public relations functions with developers, contractors and citizens regarding zoning, permits, inspection process, certificates of occupancy and other procedures
 - Screens and directs telephone calls from employees and external customers.
 - Retrieves information on properties, responds to inquiries regarding properties from appraisal firms, real estate agents and the public.
 - Prepares and maintains code enforcement correspondence and related documents.

(The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. 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.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data information. Includes exercising discretion in determining data classification and in referencing such analysis to established standards.
- Human Interaction: Requires knowledge of procedures and standards and ability to provide guidance, assistance, and/or interpretation to others. Ability to interact effectively at all levels and across diverse cultures in stressful situations.
- Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions such as a motor vehicle, telephone, mobile or portable radio, and tape measure.
- Verbal Aptitude: Requires the ability to utilize a variety of descriptive data and information, maps, diagrams, and regulatory criteria and enforcement standards.
- Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to interpret graphs and maps; may require the ability to utilize principles of fractions.
- Functional Reasoning: Requires the ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.
- 5 years' experience in progressively responsible and varied office duties; construction related preferred.
- Knowledge of the land development regulations.
- Knowledge of office management procedures.
- Knowledge of Business Tax Receipts
- Knowledge of construction terminology and documents.
- Excellent writing and interpersonal communication skills

MINIMUM QUALIFICATIONS:

Graduation from high school or GED equivalent; supplemented by two to three years' experience in extensive public contact work; experience in code enforcement is desired; or any equivalent combination of training and experience.

- Advanced knowledge of Microsoft Word, Excel and PowerPoint
- Knowledge of records retention regulations
- Ability to follow directions
- Demonstrated ability to make independently judgment
- Skill in operating office equipment
- Team player, ability to work independently while meeting deadlines, handles a high volume of work

LICENSES:

- Possession of a valid Florida Driver's License.
- Florida Association of Code Enforcement (F.A.C.E.) Level I Certification

ESSENTIAL PHYSICAL SKILLS:

- Tasks involve the ability to exert moderate, though not constant physical effort.
- Typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
- May involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 50 pounds).
- Tasks may involve extended periods of time in an automobile.
- Tasks may involve standing, sitting or walking for long periods of time.
- Tasks may involve the use of hands and finger, handling, feeling or operating objects; reaching with hands and arms.

SENSORY REQUIREMENTS:

- Tasks require visual perception and discrimination.
- Tasks require the ability to perceive depths.
- Tasks require oral communications ability.
- Tasks require hearing ability.

ENVIRONMENTAL FACTORS:

Tasks are regularly performed with exposure to adverse environmental conditions, such as dust, pollen, odors, humidity, traffic hazards, animals/wildlife, violence, and/or disease.

BENEFITS

- *United Healthcare (Health, Life Insurance (\$50,000 and AD&D)
- *United Healthcare Vision
- *Delta Dental
- TASC/HRA (16/17 FY budget approved \$2,000 per employee)
- Florida State Retirement
- 10 Paid Holidays/1 Flex Day
- Holiday Bonus (Annually approved in budget)
- Longevity
- *50% dependent coverage available to eligible employees

Administered by the City/100% employee contribution: Colonial Life, AFLAC, Liberty National, Legal Shield and Nationwide

(The City of Edgewood is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Edgewood will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.)