

JOB NOTICE

The City of Port St. Joe (pop. 3,567) is accepting applications for the following position:

Code Enforcement Officer

Please submit an application to The City of Port St. Joe, Attn: Carrie Fodge, PO Box 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website www.cityofportstjoe.com. If you have any questions, please contact Carrie Fodge at (850) 229-8261. The salary range for the Code Enforcement Officer position is \$18.27 to \$37.48 per hour. Starting salary will be dependent on qualifications. The position will remain open until filled.

The City of Port St. Joe is an Equal Opportunity, Affirmative Action Employer, and a Drug Free Workplace.

Code Enforcement Officer

DESCRIPTION

The Code Enforcement Officer performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances, and related rules and regulations relating to zoning, land use, building codes, health and safety, blight, and other matters of public concern. This position also serves as a resource and provides information on City regulations to property owners, residents, and businesses. Work is performed under the general supervision of the City Manager.

ESSENTIAL JOB FUNCTIONS (May not include all duties performed.)

- Enforces city codes not primarily enforced by the Police Department.
- Enforces all aspects of city codes and ordinances.
- Coordinates with Building Inspectors, City Engineer, Police Chief, Fire Chief and other departments as necessary to secure compliance with city codes when enforcement becomes necessary.
- Performs systematic site inspections of properties and building structures to ensure compliance with all applicable city codes and regulatory requirements.
- Writes letters of enforcement for any City Code violations and issues the necessary citations for non-compliance.
- Inspects and coordinates with Building Inspectors and/or the City Engineer to inspect structures for determination of soundness and consideration for condemnation.
- Conduct inspections for and issues Residential Occupancy and Commercial Conforming Use Occupancy Permits.
- Attends all hearings for ordinance violations, schedules hearings for matters pertaining to the Zoning and Planning Commission.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of record keeping, report preparation, filing methods and records management techniques.
- Knowledge of code enforcement principles, practices and methods as applicable to local Government.
- Knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.
- Knowledge of local laws, rules, ordinances, and regulatory standards applicable to code enforcement work and responsibilities.
- Skills and ability to use a personal computer.
- Ability to read and interpret building plans, specifications and building codes.
- Ability to understand and utilize zoning maps, land use maps, plat maps and other documents related to real property.
- Ability to organize work, establish priorities, meet deadlines, and follow up on assignments with minimal direction.
- Ability to apply technical knowledge and follow proper inspection techniques to determine whether structures should be considered for condemnation.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including other city departments and outside agencies.
- Ability to show courtesy, tact and sensitivity when dealing with hostile, difficult and/or distressed individuals.
- Ability to effectively communicate, both orally and in writing, and to advise on standard compliance methods.
- Ability to perform work with minimum supervision and to understand and follow written and oral instructions.
- Ability to independently prepare routine correspondence and memorandums.

MINIMUM QUALIFICATIONS

- Must possess a high school diploma or equivalent.
- Must possess a valid Florida Driver's License with acceptable driving record for the past three years.
- Must be able to operate a personal computer. **(Applicants will be required to take a computer skills test.)**

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

Most work is performed in a field setting. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, talk, hear, use hands, operate tools, and 5% other as needed. The employee is occasionally required to sit, climb, stoop, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.