



INTERNAL / EXTERNAL POSTING

Community Development

Code Enforcement Officer Part-Time

The City Commission desires candidates who are visionary, innovative and team oriented in their approach, and able to employ a style that engenders mutual trust and openness with community Partners and Stake holders. **This is a Part-time position (24 hrs. per week)**

The purpose of the position is to enforce codes, ordinances and other related regulatory requirements for the general public and business entities within the City. Employee functions at entry level to investigate complaints and provide recommendations to resolve any complaints concerning code violations. Position provides technical support and/or assistance to employees, the general public and property owners as necessary. Work includes performing routine patrols of assigned areas and issuing warnings and citations for violations. Prepares cases for presentation and testifies as necessary. The position calls for flexible hours and to be open to special assignments and projects.

Duties:

- Performs systematic site inspections of properties and structures within the City to ensure compliance with and enforcement of all applicable City, State and Federal codes and regulatory requirements.
- Responds to calls and investigates allegations of code violations, nuisance issues or otherwise non-compliant conditions on property and with business establishments within the City limits.
- Performs research and provides responses and information for public records requests.
- Enters and retrieves information from a computer in order to perform research, update records, process case documentation, or to respond to actions and requests.
- Completes case documentation, incident reports and compiles information to document and explain facts and circumstances surrounding violations and/or cases.
- Presents testimony and evidence at quasi-judicial and judicial proceedings to ensure complete and correct information related to all participants and allegations of violations is heard.
- Performs related duties as directed.

Skills/Qualifications:

- Ability to understand and follow written and oral instructions.
- Knowledge of applicable state, federal and local laws, rules, ordinances and regulatory standards applicable to the work.
- Knowledge of investigative principles, methods and techniques, and case management principles for the purpose of preserving evidence and establishing documentation and an audit trail for legal purposes.
- Knowledge of record keeping, report preparation, filing methods, records management techniques, and open records regulations.

- Knowledge of the geography, streets and principal locations of the City's zoning areas or ability to acquire this knowledge rapidly.
- Ability to apply sound principles of independent judgment and discretion during inspection activities.
- Ability to write clear, concise letters and memorandum using standard business English, spelling, and punctuation.
- Ability to effectively communicate both verbally and in writing; ability to speak effectively before public groups and respond to questions.
- Ability to read and interpret various documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Ability to establish and maintain effective working relationships and communications with coworkers, business and community interest groups, and the general public.
- Ability to organize work, establishes priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Educational Requirements:

- High School Diploma or GED; and
- Two (2) years' experience in code or field inspections, planning, zoning and/or another related or equivalent field.

Professional Licenses:

- Must possess a valid Florida Driver's License;
- Vocational training in Building Codes preferred;
- Desire to commit to and obtain Florida Association of Code Enforcement (FACE) certification.

To apply complete employment application which is available on the City website www.bunnellcity.us (application is located in the employment/open positions tab). Send personal resume and City application to: City of Bunnell, Attn: Christine Hancock, P.O. Box 756, Bunnell, FL 32110, or via email to chancock@bunnellcity.us (386) 263-8806.

Pay Rate: \$ 16.10 per hour
Posting Start Date: 04/22/2019
Closes: Open until filled

Bunnell has a zero-tolerance drug policy and is an Equal Opportunity Service Provider. This position will require a complete background check before the hiring process is complete.