

# City of DeFuniak Springs

71 US Highway 90 West  
Post Office Box 685  
DeFuniak Springs, FL 32435



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## JOB NOTICE CODE ENFORCEMENT OFFICER – PLANNING DEPARTMENT

**Post Date: August 7, 2019**

**Close Date: Open Until Filled**

**FLSA Status:** Non-Exempt

**Pay Grade:** 8

**Starting Pay Range:** 13 -17 DOQ

### **Job Summary:**

This position is responsible for performing the fundamentals of code enforcement including gathering information, performing research, conducting investigations and preparation of code enforcement documents. Requires knowledge of the Florida Statutes and ordinances of the City. Typical work schedule will be a full-time, 40 hour work week; work schedule may vary. Subject to be called in on a holiday or during an emergency situation.

### **Essential Job Functions:**

- Enforces codes, in conformance with Florida Statutes and city ordinances by performing research and investigative work in determining extent of violation and non-compliance and in presenting cases and updates to city council and preparing cases for judicial process; attends court cases for the purpose of testifying as directed.
- Issues Notices of Violation, Correction Notices, Stop Work Orders, Notices of Hearing, Notices of Compliance and Notices of Non-Compliance to the public and private sectors regarding City ordinances, codes, etc. concerning permitting, inspections, setbacks, and related regulation issues.
- Photographs, videos, records or otherwise acquires evidence of violations for presentation as evidence in the judicial process.
- Investigates code violation complaints; issues appropriate notices, citations, and orders.
- Prepares and maintains reports and records regarding activities (i.e., case files, incident reports, warning tickets, citations, etc.); files reports on all cases worked.
- Works in conjunction with other City departments as well as various state and federal agencies and engages in various compliance tasks (i.e., building codes, fire codes, County health and sanitation codes, public works, storm water, wetlands etc.)
- Ability to communicate and negotiate effectively with diverse groups with varying skills and backgrounds.
- Performs planning related functions, as needed, to assist with daily operations.
- Ability to function in a fast paced environment where team work is essential.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

### **Position Qualifications:**

Requires high school diploma or G.E.D. and Florida Association of Code Enforcement Level I Code Enforcement Officer certification, preferably with two (2) years experience in an environment that has provided some working knowledge of dealing with the public, carrying out written instructions and writing reports or letters; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Desire to continue education and training to further advance in Code Enforcement levels II, III, IV and C.E.P. certifications. Knowledge of Microsoft Office programs, modern office techniques, procedures and practices. Knowledge of the City of DeFuniak Springs area is desired and preferred. Requires a valid driver license.

Applications may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. We consider applicants for all positions without regard to race, color, national origin, gender, age, disability, marital status, religion, or any other legally protected status.

CITY OF DEFUNIAK SPRINGS

A handwritten signature in black ink that reads "Mell Smigielski". The signature is written in a cursive style.

Mell Smigielski  
City Manager