



The Village of El Portal Code Enforcement Officer

Department: Code Enforcement
Job Type/Salary: Full Time / \$ 38,000.00 Annually
ELSA Status: Non-Exempt

JOB SUMMARY

Performs a variety of skilled technical and administrative tasks, in a typical office setting and, in the field, related to the code enforcement, under general supervision of the Village Manager. This position monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water, waste and other matter of public concerns. Tact and diplomacy are used in explaining regulations to property owners, business owners and attorneys and some independent judgment in conducting investigative casework and in making effective recommendations for the resolution of enforcement issues. Also, this position operates a variety of equipment to ensure a safe, attractive and functional environment for employees and the public.

This position interacts with the public and answers questions responsibly and accurately from citizens or refers them to appropriate personnel. Telephone answering, typing and word processing, data entry, record keeping, and filing are required. Performs other related duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Conducts a variety of inspections, such as property, housing, and Business License, either by visually reviewing the property or by walking the area within the zone
- Analyzes and investigates requests for assistance with enforcement issues and coordinates effective service delivery including; conducting inspections, determining the existence of violations, and preparing warning notices of violation and citations or other notices involving Village codes and ordinances
- Responds to inquiries from the public, other City agencies, and contractors providing technical/professional advice and assistance
- Researches and extracts information from pertinent documents such as Plat Maps, Site Plans, Surveys, and tax records. Conducts lien searches and coordinates special magistrate hearings for advanced code enforcement measures.

- Builds and maintains positive working relationships with co-workers, other employees, and the public using principles of good customer service; promotes and represents the Village to the public in a friendly, helpful, and professional manner
- Receives complaints of violations of City Code regulations; conducts field inspections to determine and verify the nature of violations; prepares and serves notices to remove existing violations
- Performs evening or weekend inspections and surveillance as necessary to secure compliance relative to violations occurring within Village limits
- Identifies and/or recommends cost control measures in the delivery of all services and functions in his/her department and under his/her area of responsibility
- Monitors condition of building and function of equipment; reports any need for maintenance or repairs
- Participates in hurricane preparedness and disaster recovery for the village

QUALIFICATIONS

Education and Experience:

- High School diploma or equivalency (Associate Degree highly desirable)
- Three (3) years of progressive experience in code inspection and/ or construction trades desirable
- Equivalent combination of education, training and experience may be considered

Licenses or Certifications:

Valid State of Florida driver's license and F.A.C.E Level 1 certification must be obtained within one (1) year of hire

Special Requirements:

- Must be fluent in English, with advanced skills in grammar. Ability to communicate in Spanish or Creole is preferred
- Incumbent must complete a background investigation and security clearance, physical examination, and a drug screening test

Required Knowledge, Skills and Abilities:

- Responsible for preparation of confidential documentation, letters and reports that require collaboration and input from El Portal officials that may be highly sensitive in nature
- Knowledge of and ability to use computer system. Use of block maps to locate addresses and properties. Prepares and scans documents. Regularly attends meetings that involve police mission, strategies and intelligence sharing of a sensitive nature. Access secured Police facilities
- Thorough knowledge of modern office practices and procedures, organization and time management. Ability to establish and maintain effective working relationships with the department heads, employees, Village officials, members of community and the public. Ability to communicate effectively verbally and in writing, compose effective and accurate correspondence

The Village of El Portal follows the U.S. Equal Employment Opportunity Commission enforcement of Federal laws prohibiting employment discrimination. These laws protect employees and job applicants against employment discrimination when it involves:

Unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. Harassment by managers, co-workers, or others in the workplace, because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Denial of a reasonable workplace accommodation that the employee needs because of religious beliefs or disability. Retaliation because the employee complained about job discrimination or assisted with a job discrimination investigation or lawsuit.