

**CITY OF HAINES CITY
JOB DESCRIPTION**

**DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT
REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR**

CODE ENFORCEMENT OFFICER

MAJOR FUNCTION:

Technical work for compliance with codes, laws and regulations. Duties require sound technical judgment in multiple disciplines and discretions with regard to code compliance. Researches land files, read plat and laws that pertain to occupational license and code enforcement. Conduct the following inspections as required: code enforcement, zoning code, HUD/Section 8 and occupational license. Performance is reviewed through observation, oral and written reports, records and conferences.

ESSENTIAL DUTIES:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Performs inspections for Code Enforcement violations.

Speaks with owners regarding compliance, does personal service of notices for the City Clerk or the Code Enforcement Secretary and attends Code Enforcement Board Meetings.

Completes various forms and paper work.

Performs HUD/Section 8 inspections when required.

Performs occupational license inspections.

Checks to make sure all businesses in Haines City have the proper occupational license.

Attends monthly meetings of the Polk Association of Code Enforcement and various other seminars to stay up to date and aware of all changes and new requirements pertaining to code enforcement as well as occupational license.

May join other related professional associations for educational purposes.

Performs related non-essential duties as required.

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MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of minimum housing standards. Thorough knowledge in Housing Rehabilitation, Legal Aspects of Code Administration, Zoning and Property Standards. Must have the ability to determine compliance with all applicable codes in specialties for which hired. Provide inspections and technical advice as needed. Ability to recognize faulty construction, substandard materials, conditions of hazard pertaining to Minimum Housing and Rehabilitation Standards. Prepare reports and communicate clearly, orally and in writing; read and interpret various codes; prepare and maintain accurate records and make necessary reports; establish and maintain effective working relationships with contractors, and others in the construction trade, as well as the general public; be physically capable of performing essential duties as required.

TRAINING AND EXPERIENCE:

High school graduation or GED, preferably with some advanced course work in a related field. Any equivalent combination of training and experience which provides the required knowledge, skills and abilities for the following: occupational licenses, code enforcement violations, minimum housing and rehabilitation inspections is acceptable.

Obtain State certification as a Housing Rehabilitation Code Enforcement, Level I, Level II and Level III within a reasonable amount of time.

Special Requirements:

Possession of a valid Florida Driver's License. Possess or have the ability to obtain, within a reasonable amount of time, training and State certification in all of the following disciplines: Rehabilitation Inspector and Legal Aspects of Code Administration.

Revised April, 2007