



CITY OF ALACHUA

JOB DESCRIPTION

CODE ENFORCEMENT OFFICER

DEPARTMENT: Risk Management: Codes Enforcement Division

REPORTS TO: Compliance and Risk Management Director

SUPERVISES: None

FLSA: Non-exempt

GENERAL DESCRIPTION:

Technical work investigating and enforcing the City Code of Ordinances. Work performed under the direction of the Planning and Community Development Director.

ESSENTIAL JOB FUNCTIONS:

1. Patrol the City looking for violations of the Code of Ordinances.
2. Conduct inspections where warranted.
3. Respond to a wide variety of calls and complaints involving municipal code violations.
4. Resolve violations through voluntary compliance.
5. Negotiate settlement agreement on behalf of the City
6. When resolution is not possible through voluntary compliance, set in motion the Special Magistrate process by the issuance of a Notice of Violation.
5. Fully investigate all Code violations, gather relevant evidence, document each and every violation, identify and interview witnesses and prepare each case for presentation to the Special Magistrate.
6. Provide testimony and present the case for the City before the Special Magistrate.
7. Prepare orders for Special Magistrate.
8. Catalogue records and make reports of activities in all cases investigated and filed.
9. Access, input and retrieve information from a computer.
10. Specific responsibility for developing and maintaining an accurate list of all entities or persons subject to the Local Business Tax Act and for enforcing the Act and the corresponding City of Alachua Ordinances.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the Code of Ordinances and Land Use Regulations of the City. Knowledge of City rules, regulations, policies and procedures as well as mastering relevant training programs and content. Knowledge of construction and design. Knowledge of the geography of the City, proximate areas and the City road network. Ability to understand and carry out moderately complex oral and written instructions. Ability to enforce ordinances with firmness, tact and impartiality and to deal courteously with the general public. Ability to keep records, make reports from such records and provide competent oral testimony.

EDUCATION AND EXPERIENCE

Associate Degree

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Valid Florida Driver's License. Code Enforcement Certification I - III within two (2) years.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.
- Walking.
- Standing.
- Bending.
- Climbing.
- Stooping.
- Driving.

ENVIRONMENTAL CONDITIONS:

- Works inside.
- Works outside in various weather conditions on slippery and uneven surfaces.
- Some stressful situations.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature