

VACANCY ANNOUNCEMENT

JOB TITLE: Code Enforcement Officer

POSTING DATES: June 28, 2019 – Until Filled

WORK LOCATION: LaBelle, FL

POSITION SUMMARY:

Under general supervision, this position enforces codes, ordinances and related regulatory requirements applicable to the general public and businesses within Hendry County. Receives complaints and identifies violations during routine patrols. Contacts property owners regarding violations and attempts to resolve issues. Where necessary, issues warnings and citations for violations, prepares cases for presentation, and testifies as necessary.

DUTIES AND RESPONSIBILITIES:

Provides compliance assistance to individual property owners or business owners concerning Hendry County codes relating to land clearing and property maintenance, garbage and littering, abandoned property, zoning, public nuisances, solid waste and health and safety issues, vehicle parking, right of way signs, etc.

Ensures that businesses and operators within the jurisdiction of Hendry County have obtained required licenses and permits including taxi drivers and companies, carnivals, circuses, tent revivals, music events, second-hand dealers, etc. Ensures businesses operating in Hendry County complied with various regulations.

Receives complaints from the public and identifies violations during routine patrols of unincorporated areas of Hendry County. Investigates complaints and violations. Inspects property and uses photographic equipment to document code violations.

Researches County Ordinance and determines applicable code violations. Interprets legal requirements and recommends compliance procedures to owners, tenants or other responsible parties. Where necessary, as directed by the Planning and Development Director, prepares notices of violation or notices of abandoned property. Creates and revises enforcement letters, notices and postings. Mails and posts notices and subpoenas on properties.

Maintains inspection records and prepares reports. Tracks invoices, citations, liens, etc. Compiles evidence in various legal proceeding to ensure that complete and correct information is provided. Gives testimony or depositions regarding code violations to the BOCC or other judicial forums. Prepares lien letters for ordinance violations related to mowing, junk and debris, or unpermitted demolitions.

OTHER FUNCTIONS:

May be required to participate in task force operations with law enforcement officers.

Notifies supervisor or Building Official of possible zoning or permitting issues.

May assist with licensing and permitting duties and perform other related duties as required.

Responds to work during a declared state of disaster.

KNOWLEDGE, SKILLS ABILITIES AND COMPETENCIES REQUIRED:

Knowledge of applicable laws, rules, ordinances and regulatory requirements

Knowledge of investigative principles, methods and techniques, and case management

Ability to keep complete and accurate records, prepare reports, and maintain records

Knowledge of the geography, streets and principal locations of County zoning areas. Ability to understand and utilize zoning maps, land use maps, plats, tax rolls, and other documents.

Ability to exercise independent judgment and discretion

Ability to effectively communicate both verbally and in writing.

Ability to read and interpret various documents.

Ability to establish and maintain effective working relationships and communications with co-workers, business and community interest groups, and the general public.

Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Ability to operate a PC, cell phone, tablet computer and digital camera.

MINIMUM QUALIFICATIONS:

High School Diploma or GED; vocational training in Code Enforcement preferred; supplemented by two (2) years experience in code inspection, planning, zoning or related field; or an equivalent combination of education, training, and experience. Requires Florida Drivers License with acceptable driving record. Requires completion of Florida Association of Code Enforcement Level I course within 6 months of hire.

HOURS OF WORK:

Monday – Friday, 8:00 to 5:00, some Saturdays and Evenings will be required in assigned areas of Hendry County.

ANTICIPATED STARTING PAY:

Pay based upon experience. This is a full-time hourly position that includes County medical benefits and State Retirement.

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference form](#) to:

Audelia Bustamante
Hendry County BOCC
P.O. Box 2340 LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
<http://www.hendryfla.net>
audelia.bustamante@hendryfla.net

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDES APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.