



City of Indian Rocks Beach

1507 Bay Palm Boulevard, Indian Rocks Beach, Florida 33785

www.indian-rocks-beach.com

Administrative
727/595-2517

Library
727/596-1822

Public Works
727/595-6889

CITY OF INDIAN ROCKS BEACH POSITION OPENING

Position Title: Code Enforcement Officer

Salary Grade: Part Time/Full Time
Including Weekends

Department: Code Enforcement

Position Status: Non-Exempt

GENERAL DESCRIPTION

Enforcement work of more than ordinary difficulty and responsibility in enforcing compliance and resolving complaints in connection with Business Tax receipts, public nuisance, litter, solid waste, parking, housing, planning and zoning, and other associated codes.

Code enforcement work is performed under general supervision in conformity with established policies and in compliance with applicable ordinances and regulations. Duties involve investigating violations and enforcing various city codes, while recognizing the importance of effective public relations in resolving complaints of citizens.

Responsible for parking enforcement through the issuance of parking citations to vehicles in violation of City and State parking regulations. Position requires the use of some initiative and independent judgment as well as the ability to communicate effectively and courteously with potentially irate and confrontational citizens.

May be required to work varied shifts, holidays, evenings, or weekends.

REPORTING RELATIONSHIPS

Reports to: Code Enforcement Manager

Supervises: None

ESSENTIAL POSITION FUNCTIONS

Conducts inspections to determine if violations of the City code are present on residential, business premises, right of ways and public property. Contacts violators and explains requirements and procedures for compliance. Issues notices to correct violations and maintains follow up to assure compliance. Initiates and pursues legal action when necessary. Researches laws, ordinances, site plans, board and commission meeting minutes, and other pertinent information as necessary. Maintains records, prepares correspondence, and makes reports. Issues permits. May make presentations or provide testimony to City boards, City Commission, the courts, or otherwise respond to formal and informal inquiries.

Patrols an assigned area or zone on foot, or in motor vehicle, checking for vehicles in violation of City and State parking regulations. Issues citations to vehicles illegally parked. Reports hazardous or potentially hazardous street, traffic signal, sign, or parking lot conditions. Explains to individuals the reasons for issuing parking citations and procedures for the disposition of the citations. Appears and testifies factually and honestly in court as required. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of general office procedures and practices.

Knowledge of City of Indian Rocks Beach public nuisance and land development code.

Knowledge of municipal and state motor vehicle parking regulations and ordinances.

Knowledge of City operations and appropriate departments to contact to report problems.

Knowledge of City geography, facilities, agencies, local hospitals.

Ability to enforce ordinances and regulations with firmness and impartiality.

Ability to prepare and maintain clear and adequate records and make reports.

Ability to express oneself clearly and concisely, in writing and orally.

Ability to utilize a personal computer and related software including word processing and electronic mail, cameras, and related technological equipment.

Ability to establish and maintain effective working relationships with coworkers, contractors, the business community, and the general public.

Ability to communicate with the general public courteously, calmly, firmly, tactfully, and with good judgment.

Ability to read and comprehend City Parking Ordinances, training manuals, street maps, and other job-related material.

Ability to analyze, observe and make reports.

Ability to complete standard forms and write properly and legibly.

Ability to operate a PC for retrieval of parking citation reports / statistics.

Ability to learn City parking regulations, policies, and procedures.

Ability to walk and/or stand for extended periods of time.

Ability to perform duties while exposed to adverse weather conditions.

Education and Experience

High school graduation is required. Minimum of two (2) years' work experience involving code enforcement or law enforcement with a governmental agency. Previous public contact work experience handling potentially confrontational complaints is preferable. Any equivalent combination of education, training, and experience.

Licenses, Certifications or Registrations

Must possess a valid Florida Driver's license and have skill in the safe operation of a motor vehicle with working knowledge of all traffic laws. Certification by F.A.C.E. preferred. Ability to attain State of Florida Parking Enforcement certification upon employment.

ESSENTIAL PHYSICAL SKILLS

- ◆ good hearing (with or without correction)
- ◆ good vision (with or without correction)
- ◆ talking
- ◆ depth perception, distinguish colors
- ◆ walking
- ◆ standing
- ◆ crawling
- ◆ kneeling
- ◆ bending
- ◆ stooping
- ◆ driving
- ◆ lifting (up to 40 lbs.), pushing, pulling
- ◆ climbing, reaching
- ◆ no fear of heights

ENVIRONMENTAL CONDITIONS

- ◆ works inside and out of doors in various weather conditions
- ◆ works with noise, slippery surfaces, and uneven surfaces

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

APPLICATION PROCESS:

Interested parties must complete an application which can be found under the Government/Employment tab on the City's website at www.indian-rocks-beach.com

Please submit the completed application along with a resume and cover letter with the subject line entitled: **IRB CODE ENFORCEMENT OFFICER**

Attention: Elizabeth Atkinson/Finance HR Specialist
City of Indian Rocks Beach
1507 Bay Palm Blvd
Indian Rocks Beach, FL 33785
eatkinson@irbcity.com

The starting salary will be negotiable depending upon qualifications/experience and includes an excellent benefits package. Applications will be accepted until filled. Smoke Free/Drug Free Workplace/EOE/VP