



City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

Code Enforcement Officer Position Available October 29, 2024	
Position Title:	Code Enforcement Officer
Closing Date:	Open until filled
Annual Salary:	\$41,641.60 (106)
General Summary:	<p>This is skilled investigative, technical and administrative work in the enforcement of the city building, zoning code regulations, and city ordinances. Responsibilities include investigation, research, documentation and enforcement of city codes and ordinances. Position involves technical and administrative, field and office inspection, enforcement and review work of more than ordinary difficulty and responsibility. Duties include inspecting new and existing buildings, structures and properties on a regular basis to ensure compliance with applicable City codes, ordinances, statutes, and regulations governing business tax receipts; initiating correspondence regarding code compliance issues; and, maintaining accurate code inspection records and reports. Work involves considerable public contact and requires the ability to deal with public relations issues in a professional, tactful and courteous way. Under general supervision performs activities within the City's service area. Reports to the Fire Department Division Chief of Life Safety.</p>
Description:	<p>Responds to complaints in reference to city ordinance violations, which involves communicating with complainants and/or violators via telephone, written form and in person Inspects properties providing information regarding code compliance and enforcing city ordinances Presents cases in a quasi-judicial manor to the Code Enforcement Board Serves as the City's representative to various boards, preparing cases and providing testimony Perform routine patrols throughout the City to locate violations of City ordinances May provide other various inspections relating to life safety and public health May conduct code enforcement education programs at special events Performs a variety of administrative duties and providing information and assistance. Prepares reviews and/or maintains: Board Agenda Items, Compliance Lists, Statistical Records, Affidavits, Violations, Correspondence Information Summaries and Photographs. Must be able to utilize two-way radio, mobile data terminals, noise meters and inspection equipment. May be required to return to work to assist with emergency management preparation, response and / or recovery activities. Performs other related work as required.</p>
Minimum Qualifications:	<p>High school diploma required Valid Florida drivers license required 3 – 5 years of experience working with the public, preferably in code enforcement Minimum of F.A.C.E. Certification Level I* Any equivalent combination of training and experience that provides the required knowledge, skills and abilities *Note – F.A.C.E. Certificate Level I requirement may be extended through the probationary period at the Directors recommendation based on the applicants previous training and experience</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site www.cityofedgewater.org Education documents must be submitted at time of application EOE/DFWP/VP</p>	

Human Resources Department
104 North Riverside Drive
Edgewater, Florida 32132-0100
(386) 424-2400 • FAX (386) 424-2474