



SALARY: \$16.50 - \$22.00
Hourly

OPENING DATE: 06/01/20

CLOSING DATE: 06/10/20 03:00
PM

REQUIREMENTS AND PREFERENCES:

**TOWN OF BELLEAIR SHORE
IS SEEKING A CODE ENFORCEMENT OFFICER**

Position requires graduation from high school or equivalency; experience in the enforcement of zoning and other land use regulations; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Florida Driver's License at time of hire.
Completion of Level I certification through Florida Association of Code Enforcement.
Building code or law enforcement experience are preferred

DUTIES AND RESPONSIBILITIES:

NATURE OF WORK

This is a part time contract position, estimated 5 hours a month or less (average 1 hour/week)
Work involves conducting field inspections for code compliance, issuing citations, referring to Town Ordinances and testifying at hearings relating to violations or citations. Upon completion of an initial training period, the employee is required to work with increasing independence with the Town available for advice or assistance concerning unusual and difficult problems. Work is reviewed through observation of work activities.
Must provide a written report prepared for each monthly Town meeting on the 3rd Tuesday of each month.

ILLUSTRATIVE TASKS

Answers inquiries from the general public regarding land usage and related ordinances.
Research property legal information.
Conducts field investigations to determine compliance of properties with the Town ordinances and issues notices of violation or citations for non-compliance.
Testifies at hearings regarding notices of violation or citations issued to code violators.
Responds to citizen complaints regarding code violations.
Performs related work as required.

WORK ENVIRONMENT:

Ability to maintain regulatory records and to prepare and submit reports. Excellent oral and written skills required.
Ability to meet the public and explain Town ordinances concisely, tactfully and impartially.
Ability to recognize deviations from Town ordinances and from established policies and procedures.
Ability to maintain composure under stress.
Ability to serve the public and the Town Commission with honesty and integrity. Capable of exercising discretion with respect to the gravity and severity of a violation that could pose a threat to the community.

CONTACT THROUGH EMAIL clerkbelleairshore@gmail.com