



Town of Lake Placid

1069 US 27 North, Lake Placid, Florida 33852

Job Title:	Code Enforcement Officer
Department:	Code Enforcement
Reports to:	Town Planning Director
Salary Range:	\$43,901.53 - \$68,099
Location:	1069 US 27 N., Lake Placid, FL 33852
Full Time/Part Time:	Full Time (Hourly)
Posting Expires:	Open until filled

The Town of Lake Placid Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer during the interview. The Town of Lake Placid does not discriminate on the basis of age, race, sex, religious belief, color, national origin, disability/handicap, gender, gender identity, sexual orientation, genetics or any other legally protected group/class. We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

GENERAL DESCRIPTION:

A highly skilled clerical and technical position responsible for investigating and coordinating the enforcement of codes and ordinances pertaining to nuisance violations and zoning and land use requirements. This position is also responsible for providing administrative support to the Town Planning Director.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Receive and investigate complaints from the general public in the areas of planning, zoning, engineering, community nuisances, and related capacities.
- Resolve complaints through voluntary compliance by the violator or legal prosecution in coordination with law enforcement activities.
- Conduct frequent visual inspections throughout the Town of Lake Placid to ensure compliance with zoning regulations.
- When violations are noted, attempt to correct the violation through mutual agreement with the violator.
- Prepare records and reports required for legal prosecution when resolution is not possible or practical.
- Coordinates Special Magistrate (S.M.) meeting schedules, posting of public notices, preparation of agendas, and performs such other clerical duties.

- Assist and advise members of the general public, contractors, land developers, etc., in preventing violations of zoning codes and ordinances.
- Answer phones and provide zoning and code enforcement-related information to the public.
- Prepare requisitions, purchase orders, and invoices, and process payments accordingly.
- Assist the Planning Department in the preparation and review of permits, records, reports, and recommendations for the Local Planning Agency and Town Council.
- Assist the Town Planner in daily operations.
- Respond to public inquiries regarding permits and/or licenses; Identify and gather facts related to applicable ordinances, codes, laws, rules, and regulations; Explain and determine proper actions to be taken.
- May require announced or unannounced overtime work and the ability to respond to call-out work during non-working hours for emergencies.

(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 marginal duties as required.)

PHYSICAL ABILITIES

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel crouch, twist, climb, crawl, stoop, squat, lift 50 lbs and work on ladders; ability to remain in a stationary position for 50% of the time. Frequently communicates with the public, co-workers, and supervisors. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Frequent standing and walking, including over soft or uneven surfaces. Rarely moves materials and office equipment weighing up to 25 lbs. Consistently works in an outdoor environment. Occasionally works in inclement outdoor weather conditions. Frequently operates motor vehicle for up to four (4) hours continuously or intermittently.

EDUCATION & EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the geographical area of the Town of Lake Placid.
- Knowledge of the zoning codes and ordinances currently in effect for the Town of Lake Placid.
- Knowledge of office machines and equipment including personal computers and related software, especially Microsoft Word, Excel, Access or related programs.
- Knowledge of proper investigative techniques and ability to conduct impartial investigations.
- Knowledge of procedures required for legal prosecution or other legal actions.
- Skill in the area of public relations, contact with the general public, and handling some in potentially adverse situations.
- Ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Ability to maintain relatively complex clerical records and to prepare accurate reports from such records. This includes filing system maintenance and proper file upkeep.
- Ability to enforce ordinances with firmness, tact and impartiality and to deal courteously with the general public.

- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to follow up inspections and investigations with firm but fair guidance to insure compliance.
- Ability to establish and maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors and the general public.

EDUCATION AND EXPERIENCE

- High school graduation or possession of an acceptable equivalency diploma.
- Two (2) years experience in dealing with the public in similar enforcement functions. (A comparable amount of training or experience may be substituted for the minimum qualifications.) Five (5) years experience in governmental work in building, zoning, or code enforcement, or as a law enforcement officer preferred.

Licenses, Certifications or Registrations:

- Possession of a valid Florida Driver's License.
- Prefer a minimum of Level 1 in the Florida Association of Code Enforcement (FACE). Must obtain Level 1 in the FACE within two (2) years of employment and maintain certification while employed.

ENVIRONMENTAL CONDITIONS

Work may be performed indoors or outdoors in a variety of climatic conditions, requiring travel to sites within the city to conduct inspections. The person in this position may be exposed to various chemicals at inspection sites: fumes, odors, or gases. Exposure may also include: noise, outdoors, dust, vibration, confining workspace, chemicals, mechanical hazards, and electric hazards.

OTHER JOB RELATED REQUIREMENTS

Disaster Essential. Must be available to work during disasters such as hurricanes.

RESUMES

Resumes may be provided via email at townplanner@mylakeplacid.org, or mailed to Planning Director, Town of Lake Placid 1069 US Hwy 27 N, Lake Placid, FL 33852