



CITY OF MINNEOLA

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P.O. Box 678
Minneola, FL 34755
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Minneola, FL 34715
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Job Title:	Code Enforcement Officer	Pay Grade	115
General Description: Assist Senior Code Enforcement Officer with conducting inspections, researching, and investigating complaints to enforce compliance with the City's adopted codes, Land Development regulations and applicable laws, rules and regulations.			
Responsibilities: <ul style="list-style-type: none"> • Interprets and conducts inspections for compliance with adopted codes, ordinances and state statutes. Maintains accurate records of inspection activities and violations. • Investigate violations that deal with abatement if unsafe buildings, junk motor vehicles, yard regulations, signs, lot clearings, parking regulations, and other code assigned. • Be able to interact with City Council, the public, City staff, and regulatory agencies to accomplish objectives. • Prepares staff and/or Council reports regarding code issues including violations, code objectives and proactive enforcement programs. • Enforce any possible parking violations within the city limits. • Tag and remove junk vehicles from the right-of-way or street. • Answer incoming calls for the department, assist callers and direct calls to appropriate personnel, department or agency. • Interacts with external groups to educate and familiarize residents with relevant ordinances. Effectively communicate explanations and interpretations of standards and codes. • Required to work after hours, holidays and/or weekends as may be necessary. • Must have good working knowledge of all materials, equipment, methods, safety techniques, and regulatory requirements that may be required to complete all task in the construction, operation, and maintenance of job position. • May be required to work extended hours, especially during emergencies and natural disasters. • May perform School Crossing Guard duties. • May perform Parking Specialist duties. • Performs other duties as assigned. • 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. 			
Job Location:	Minneola City Hall	Job Role	Code Enforcement Officer
F.L.S.A.	Exempt	Department	Code Enforcement
Employment Status:	Full-Time Position	Employment Type:	Employee

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Manages Others	No		
Skills: <ul style="list-style-type: none"> • Effective oral and written communication skills. • Knowledge of City codes and ordinances as they apply to planning, zoning, code enforcement, fire, and building. • Ability to exercise good judgment in applying and interpreting City codes, laws and procedures. • Ability to organize work and set priorities to meet deadlines. • Ability of use and operate • Ability to identify critical issues quickly and accurately. • Ability to access file cabinets for filing and retrieval of data. • Ability to follow directions both orally and written; communicate with fellow employees, supervisors and customers of the City. 			
Minimum Requirements: Graduation from High School or equivalent. One (1) year of Code Enforcement experience, equivalent training or college education. May be required to demonstrate intermediate to advance proficiency in word processing, spreadsheet, or presentation software, grammar, spelling, setting priorities, or correspondence compositions. Special courses/training in code enforcement regulations and standards may be required. Must reside within twenty-five (25) miles from Minneola's city limits.			
Physical Requirements: Acceptable eyesight (with or without correction). Acceptable eyesight includes, but not limited to depth perception, close, distance, peripheral, color vision, and the ability to adjust focus. Acceptable hearing (with or without hearing aid). Acceptable dexterity in fingers and hands. Ability to stand for brief periods of time; ability to walk short distances; ability to sit for brief periods of time. Ability to twist, reach, bend, stoop, lift, twist, and climb ladders and stairs. Must be able to push, pull, lift, and carry between fifty (50) to seventy-five pounds (75). The job requires driving a city vehicle (transporting other employees at times) and operating necessary equipment to perform essential functions.			
Environmental Conditions:	Work is outdoors with exposure to dust, pollen, extreme heat and/or cold, wet or humid conditions, bright and/or dim light, heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes or noxious odors, traffic and moving machinery.	Education/ Certifications	Graduation from High School or equivalent. One (1) years of Code Enforcement experience. F.A.C.E. Certification Preferred.

Note: This Job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. (Reasonable accommodations will be made in accordance with existing A.D.A. requirements for otherwise qualified individuals with disabilities).

Note:

Employee is responsible for obtaining Florida Association of Code Enforcement (F.A.C.E.) within required time allotted (12) twelve months _____ (initials)

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Employee Signature

Date