



Human Resources Posting

Job Title: Code Enforcement Officer

Opening Date/Time: Friday 04/30/2021 12:00 AM Eastern Time

Closing Date/Time: Open Until Filled

Salary: \$13.00

Job Type: Full-Time

Location: 800 N Hwy 27, Minneola, FL 34715

Department: Code Enforcement Department

Number of Positions Available: 1

These job functions are not to be construed as a complete statement of all duties performed. Employees may be assigned additional duties by management as deemed necessary.

Minimum Qualifications:

An equivalent combination of higher education and experience may be considered, provided that the education and experience is in a relevant and related field.

- 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.
- Interacts with external groups to educate and familiarize residents with relevant ordinances. Effectively communicate explanations and interpretations of standards and codes.

Licenses/Certifications and/or Registrations:

- 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.
- Requires Florida Class "E"

The City of Minneola is an Equal Opportunity Employer and Provider and a Drug Free Workplace.