

# TOWN OF DUNDEE

## DEPARTMENT OF HUMAN RESOURCES

### Position Description

**POSITION TITLE:** CODE ENFORCEMENT OFFICER  
**SUPERVISION:** TOWN CLERK  
**SALARY RANGE:** \$15.00 - \$17.00 per hour  
**HOURS PER WEEK:** PART TIME- 25 hours per week  
**BENEFIT ELIGIBILITY:** NON-EXEMPT

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### JOB SUMMARY

Code Enforcement Officer will perform office duties, investigation and field work involving the enforcement of the codes, laws and regulations of the Town of Dundee. The position includes, but is not limited to, issuing parking tickets, performing code enforcement inspections, issuing code enforcement citations and notices as required and responding to complaints and inquiries. Enforces ordinances with fairness, firmness, tact and impartiality, while always dealing courteously with the general public. This position requires parking enforcement certification. The position requires working some weekends, some holidays and primarily consists of working outdoors.

Technical work for compliance with codes, laws and regulations. Duties require sound technical judgment in multiple disciplines and discretions with regard to code compliance. Researches laws that pertain to code enforcement and conducts inspections as required. Performance is reviewed through observation, oral and written reports, records and conferences.

### ESSENTIAL DUTIES

- Determine violations of the Town Code of Ordinances and other applicable codes.
- Patrol the Town to identify violations of the Town Code and other applicable codes.
- Conduct inspections, investigations and research to determine compliance with the Code.
- Respond to a wide variety of calls and complaints involving violations of applicable codes.
- Issue Courtesy Notices of Violation and after conducting research to determine necessary facts, follows up with a Civil Citation or Notice of Violation and proceeds to Prosecution before a Special Magistrate.
- Strive to facilitate resolution of violations through voluntary compliance or, when not possible, sets in motion the enforcement process by way of fines and eventually Special Masters hearing and liens property.
- Remove illegal signs from Town rights-of-way.
- Keep records and makes reports of activities and cases filed or forwarded for filing.
- Conduct research to develop data and gather information, as required.
- Maintain code compliance files, including updated case history for properties within the Town.
- Record all Courtesy Notices, Civil Violation Notices and Notice of Violations and fines associated with the code compliance process.
- Assist with the preparation of Notice of Hearings.
- Coordinate and attend Special Magistrate Hearings, provides testimony, and updates case notes as required.
- Assist with the tracking of administrative fees and fines assessed by the Special Magistrate.
- Assemble all necessary files and case histories as needed.
- Answer phone and provides information to the public.
- Keep current on information and technology affecting functional areas to increase innovation and ensure compliance.
- Performs other duties as assigned.

### MINIMUM QUALIFICATIONS

Possession of a valid Florida Drivers' License; an associate degree, and two (2) years' experience in enforcing laws, codes, rules, regulations and dealing with the public in similar compliance functions, preferred. **Code Enforcement Certification level I is required.** Must be able to obtain Code Enforcement Certification levels II, III or IV within two years.

Must be able to communicate effectively, both orally and in writing and be proficient with a varied range of computer application programs, including Microsoft Office.

Must be able to work a flexible schedule to include some weekends, some holidays, and some nights.

### **KNOWLEDGE, SKILLS & ABILITIES**

- The ability to work and contribute in a team environment; and treat co-workers, subordinates, and residents with respect.
- Build professional relationships with internal staff and residents
- Maintain/Manage department records
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Handle multiple projects
- Strong organizational and planning skills

### **OTHER REQUIREMENTS**

#### **Working Conditions and Physical Abilities**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee, in performing the duties of this job, will be required to talk, hear, smell, sit, stand; walk on a variety of surfaces; reach with the arms; and use hands to manipulate objects, tools, or controls. The employee will also sometimes be required to climb or balance, stoop, kneel, crouch or crawl. Specific vision abilities required by this job are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and move up to twenty-five pounds. Employee must be able to drive a City vehicle.

While performing the duties of this job the employee divides his or her time between outdoor sites and an indoor office environment, connected by travel in a vehicle on city streets and sometimes unimproved roads. Fieldwork will require driving to an outdoor site under development or investigation and leaving the vehicle to physically inspect the parts of the site on foot. This will require walking over uneven ground and moving through overgrown vegetation, sometimes in inclement weather, and often among moving vehicles and machinery, loud noises, mud, or dust. Field work will require wearing identifying apparel including but not limited to protective clothing, helmet, boots, and gloves.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.*

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**Signature**

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**Date**

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**Print Name**