



CODE ENFORCEMENT OFFICER AUBURNDALE POLICE DEPARTMENT

MAJOR FUNCTIONS: This is responsible technical and administrative work in the enforcement and compliance of municipal laws, standards and regulations. Work is performed under the direction of the Police Department.

ESSENTIAL DUTIES: Responsible for daily field inspections, as well as investigating and enforcing municipal codes, laws and ordinances within the City to ensure compliance. Prepares descriptive reports, maintains logs and records and issues Citations and Notices of Violation to property owners and tenants in violation of the City's code of regulations. Performs follow-up inspections and coordinates with various City departments, local, state and federal regulatory agencies, private utility companies, realtors, etc. to ensure that violations are corrected.

Responds to inquiries and provides information, interpretation and explanations concerning the City's code compliance policies, services and procedures to City staff, advisory boards and the general public. Serves as the staff liaison to the Special Magistrate and testifies in court proceedings. Performs related non-essential duties as required.

KNOWLEDGE, EDUCATION, AND EXPERIENCE: Knowledge of the principles, methods, practices, rules and regulations, procedures and operations of code enforcement, including property research methods, legal descriptions and a general knowledge of applicable municipal laws, standards and regulations relating to various land use, nuisance and public safety codes. Ability to establish working relationships with City employees, advisory boards, other governmental representatives and the general public is essential.

Graduation from High School or G.E.D. and a minimum of two (2) years' experience in code enforcement, inspection, building inspection, law enforcement, land use, public administration or related field. Prefer successful candidate to either possess or obtain within two (2) years of hire date a Level III Certification through the Florida Association of Code Enforcement. Must have a valid State of Florida Driver's License.

JOB LOCATION: 2 Bobby Green Plaza

WORK SCHEDULE: Monday – Friday, 8:00 a.m. – 5:00 p.m.

HIRING RATE: \$44,621 Annually

CLOSING DATE: Open Until Filled

Persons interested in this position should complete a Police Employment application and submit it to the Police Department at 2 Bobby Green Plaza. Applications can also be downloaded online at www.auburndalefl.com. The successful applicant will be required to pass a pre-employment physical and drug screening.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.