



December 10, 2020

## **Code Enforcement Officer Police Department**

**MAJOR FUNCTIONS:** Performs responsible technical and administrative work in the enforcement and compliance of municipal laws, standards and regulations. Work is performed under the direction of the Building Official or designee.

### **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 Notice of Violations to property owners and tenants in violation of the City's code or regulations.
- Can assist the building official with condemning unsafe structures and initiation of demolition procedures when necessary. Performs follow-up inspections and, when necessary, coordinates with various City departments (e.g., Police, Fire, Public Works, Public Utilities, City Attorney), 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 enforcement policies, services and procedures to City staff, advisory boards and the general public.
- Assists in the preparation of the department's annual budget request.
- Performs related non-essential duties as required.

### **KNOWLEDGE:**

- 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 (i.e., City Code of Ordinances, Comprehensive Plan, Land Development Regulations, occupational licenses and other municipal, state, and federal regulatory codes).
- Ability to establish working relationships with City employees, advisory boards, other governmental representatives, architects, developers, realtors, engineers, contractors, consultants, professional and technical groups and the general public is essential.

**EDUCATION:** Graduation from High School or G.E.D. Graduation from an accredited college or university with an Associates Degree in related field is preferred.

**EXPERIENCE:** Prefer successful candidate to maintain a minimum of two (2) years experience in code enforcement, inspection, building inspection, law enforcement, land use, public administration or related field. A comparable amount of training and experience may be substituted for the preferred education qualifications. Also, prefer candidate to maintain current State of Florida Level III Code Enforcement Certification or must be able to qualify for State Certification within one (1) year of hire date. Must have valid Florida Drivers License.

**JOB LOCATION:** Police Department, 6333 Ridge Road

**STARTING WAGE:** Determined by Experience

Persons interested in this position should complete a City of Port Richey application and submit it to the City Human Resource Department. The successful applicant will be required to pass a pre-employment physical.

**The City of Port Richey is an**  
*Equal Opportunity Employer and a Drug Free Workplace.*