

# City of Lake City, FL

## Classification Description

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**Classification Title: CODE ENFORCEMENT OFFICER      Pay Grade: 5**  
**Department: GROWTH MANAGEMENT                      FLSA Status: Non-Exempt**

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### General Description

This position requires technical work enforcing/investigating City codes of ordinances and issuing occupational licenses. Work is performed under the general supervision of the Director.

### Nature of Work

#### Essential Functions:

- Inspects structures and properties for violations to the Code of Ordinances.
- Conducts inspections of property & structures for compliance. Inform the property owner of violations found and what corrective actions are necessary for compliance.
- Develops reports, cases filed or forwarded for filing, issues Notices of Violation and Hearing and maintains records.
- Administrates Code Enforcement Board and Board of Examiners.
- Responds to a wide variety of calls and complaints involving municipal violations of law.
- Reviews requests for compliance regarding permitting and licensing.
- Resolves violations through voluntary compliance or, when not possible, sets in motion the Code Board process by way of the initiation of a complaint through the Office of the State Attorney or Code Board.
- Conducts research to develop data and information regarding property ownership, tenancy, violations, tax & lien information.
- Answers phone and provides information to the public.
- Reviews requests for business tax receipts.
- Provides testimony in code violation matters.
- Communicates with public regarding cases, complaints, and requests for information.
- Prepares for and presents sworn testimony and evidence to Board at hearings and court cases.
- Assists other departments with code compliance.
- May act in the capacity of the Animal Control Officer.
- Inputs, accesses, and retrieves information from a computer.



(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of City Code of Ordinances of the City;
- Knowledge of the Department's rules, regulations, policies and procedures as well as relevant training programs and content;
- Knowledge of the geography of the City, proximate incorporated areas and the City's road network;
- Ability to understand and carry out moderately complex oral and written instructions;
- Ability to enforce ordinances with firmness, tact, and impartiality, and to deal courteously with the general public;
- Ability to keep records and make reports from such records; and
- Ability to input, access, and retrieve data from a computer.

**Minimum Qualifications:** Requires high school graduation or possession of a GED (General Education Diploma) with two (2) years' experience in working with the public. Must possess a valid Florida Driver's License. A Code Enforcement Certification is required and must be maintained throughout the duration of employment in this position.

**Additional Qualifications:** Must obtain and maintain Florida Association of Code Enforcement License.

## **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to use a computer
- Ability to lift over 40 pounds
- Color, texture, and depth perception
- Walking, Standing
- Ability to hear, taste, and smell
- Kneeling

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- Bending
- Stooping
- Driving

**Environmental Conditions:**

- Works inside and outside in various weather conditions; noise, slippery and uneven surfaces
- Works at heights up to 10 Feet
- Works in stressful situations

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

