



Village of Indiantown

Career Opportunity Code Compliance Officer

\$40,000.00 Annually

Full-Time Non-Exempt Position, with Benefits

Application Deadline: August 16, 2019, at 4:00 p.m., but Will Remain Open Until Filled

Summary:

Apply your skills and talents to a dynamic career opportunity in the Code Compliance Division as the new Village of Indiantown strives to improve its general appearance and welcome new development/re-development!

Indiantown is a rural community in Florida's Treasure Coast, first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and many neighboring county residents identify with the Village as their hometown. The Village has great potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very dynamic, challenging, and rewarding.

Under the joint-supervision of the Village Manager and the Community Development Director, this professional will:

- Strive toward consistent and fair application of Village codes and ordinances, and other applicable ordinances or rules
- Serve to educate and gain voluntary code compliance; however; they will initiate enforcement procedures when warranted, thus protecting and enhancing property values and improves the Village's attractiveness
- Apply expertise and talents interpreting zoning, building, and other codes and rules while practicing outstanding communication and courteous customer service.

Application Process:

Time is of the essence; the Village prefers to have all submittals prior to Friday, August 16, 2019, at 4:00 p.m.; however, the position will remain open until filled. A resume and cover letter, not to exceed three (3) pages collectively, must be received as soon as possible; however, the position will remain open until filled.

An original, signed version of a candidate's submission, with the candidate's legal signature on the cover letter, may be hand-delivered to the Office of the Village Clerk at the address listed on the footer of this announcement. Please note that the Villages office hours are only 8:30 a.m. – 12:30 p.m. on Tuesdays and 9:00 a.m. – 5:00 p.m. on Thursdays and Fridays. This, however, is a full-time position. Applicants may also e-mail their submissions, with original signatures, to sowens@indiantownfl.gov. Mailing submissions is discouraged; and, the Village will **not** honor postmarks if a candidate chooses to mail their submission.

All signed cover letters, regardless of transmission method, shall include the statement: *"I certify all information contained in the application cover letter and resume are true and accurate."*

Professional references are optional at the time of application; however, may be requested if the candidate is invited to an in-person interview. If including references, please limit them to a list on one (1) page.

Each successful candidate shall be subject to a probationary period of six (6) months.

Qualification Guidelines:

Preferred candidates will have a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work.

Education:

High school diploma or equivalent; college coursework or an Associate Degree in a related field are preferred. Familiarity with the codes of the International Code Council (ICC) is highly preferred.

Experience:

Two (2) years of experience in construction, landscape design and/or installation and maintenance, building inspection or estimating, zoning code drafting and/or interpretation. Previous local government experience is highly preferred.

Knowledge, Skills and Abilities:

- Familiarity with municipal government structure, operations, and protocol; familiarity with grants to assist owners in bringing properties into compliance is preferred.
- Photography skills that document property and built structures conditions with orientation and reference points.
- Computer software applications for report writing, including graphics, photos and mapping, word processing, database management, and spreadsheet applications.
- Methods and techniques of providing quality customer service to Village Staff, members of the public and the business community.

- Use of tact, initiative, prudence and independent judgment within general policies and legal guidelines in sensitive situations.
- Coordinate activities with other City departments and divisions, and external agencies.
- Organize work, coordinate projects, set priorities, meet critical time deadlines and follow-up on assignments with a minimum of direction.
- Establish and maintain effective working relationships with colleagues and others contacted in the course of work.

Licensure, Certification, Registration and Special Skills:

- Possession of a valid Florida driver's license and a safe driving record. Candidates who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Being fluent in Spanish is preferred, but not required.
- Must be able to obtain Level I certification or Fundamentals of Code Enforcement from the Florida Association of Code Enforcement within one (1) year.

Special Driving Requirements:

- Must not have lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three (3) or more moving violations.
- Must not have had more than one (1) DUI (Driving Under the Influence-conviction or adjudication withheld- in Florida or any other state within the past ten (10) years.

Validation and Background:

Applicants certify the complete accuracy of all information provided. Submission of an application indicates the applicant's consent to any necessary background checks, proof of educational degree(s) and certification(s) and reference checks.

Essential Functions and Duties (Select Examples):

Duties may include, but are not limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position:

- Depending on the division of labor among staff, this position may be called upon to inspect or observe conditions of construction and architecture, landscaping or hardscaping, fences, utilities, and other features of the built environment, stormwater, or preservation/mitigation areas; however, duties are distinctly different than building inspectors.
- Duties may involve inspecting/observing all types and intensity of land uses, from recreational, preservation, residential, commercial, and industrial.

- Maintain databases for tracking information for reporting purposes.
- May be required to supervise subcontractors for various professional services or vendor contracts.
- May contribute to preparing annual budget request for resources such as equipment or staff/contractors.

Other Functions That May be Required:

- May be required to participate in task force operations with law enforcement officers.
- Notifies supervisor or Building Official of possible zoning or permitting issues.
- May assist with licensing and permitting duties and perform other related duties as required.
- The position is considered essential and may be required to report to work before, during, and immediately after an emergency.

Work Environment (Physical and Mental Demands):

- Environment and Tools – Work is performed primarily in an outdoor environment (site visits using visual inspection and tools such as tape measures or survey instruments). Requires travel to various locations in or near the Village. Code Compliance Officers must document all of their findings with both photographs and written reports; therefore, Code Compliance Officers generally use a laptop computer on site. Some work performed in an indoor environment (report writing on computer). May encounter angry or upset citizens.
- Emotional/Psychological – Frequent independent decision-making, concentration, public contact and work alone.
- Mobility – Frequent standing or sitting for extended periods; frequent walking and driving; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 35 pounds.
- Dexterity – Frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching.
- Vision – constant use of good overall vision for reading/close up work and seeing far away; frequent use of color perception and hand/eye coordination; frequent use of depth perception and peripheral vision.
- Hearing/Talking – Frequent hearing/talking to others on the telephone and in person; occasional hearing of faint or loud sounds.

Compensation and Benefits

Employee compensation normally begins at the beginning of the salary range; however, in the Village Manager's discretion, it may be adjusted depending on qualifications.

Village employees are provided the following benefit package at this time:

- Participation in the Florida Retirement System (Village and employee contribution)
- Participation in the Federal Social Security program (Village and employee contribution)
- Participation in an optional deferred compensation program (no Village contribution)
- Thirteen (13) paid Town holidays
- Health, vision, and dental insurance (partially subsidized by the Town)
- Paid annual and sick leave

Probationary Period

The probationary period is six (6) months.