



CITY OF DeBARY, FLORIDA

Employee Job Description

NEIGHBORHOOD IMPROVEMENT OFFICER

Department:	Position #116	Exempt:	No
Reports To:	Growth Management Dir.	Pay Grade/Wage:	13
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY:

Under direct supervision of Growth Management Director performs duties related to investigation and enforcement of building and property maintenance code functions. Duties performed are of a controversial and regulatory nature and related to codes established by laws for public safety, uniformity and sanitation.

JOB DESCRIPTION

DUTIES & RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Conducts visual inspections of properties suspected of violating building and/or property maintenance codes in the city.
- May issue notifications and citations to property owners/banks and discuss plan of action as required.
- Photographs and documents all violations as observed.
- Prepares cases for hearings.
- Documents and notes case files and makes recommendations for assessments or fines as may be appropriate.
- Conducts research for investigative work for code cases.
- Performs other job tasks as assigned.

QUALIFICATION REQUIREMENTS:

Associate's degree or equivalent from an accredited college or technical school; or one year related code enforcement experience and/or training; or equivalent combination of education and experience. Should have experience working with office software such as Microsoft Power Point, Word and Excel.



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KNOWLEDGE, SKILLS & ABILITIES:

Communication Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, Special Master and the general public.

Reasoning Ability: Ability to apply common sense understanding to carry out multi-step instructions furnished in written, oral, or diagram form. Ability to deal with problems by choosing from several known choices with frequent reliance on how problems were dealt with before.

CERTIFICATES, LICENSES & REGISTRATIONS:

Florida Association of Code Enforcement (FACE) Level I, II and III preferred for this position in support of related functional areas of responsibility. Possession of and ability to maintain a valid State of Florida Driver's License is required.

WORK ENVIRONMENT/ADA:

Physical Ability: Work involves sedentary to light work in an office setting with exposure to the outdoor environment when working outdoors. There is a frequent need to sit, stand, walk, drive and to occasionally lift moderately heavy objects (up to 25 pounds), and to work extended hours, including nights and weekends and meetings requiring overnight travel. There is frequent need to stand, walk, drive and perform similar other actions during the course of the workday.

Environmental Factors: While performing the duties of this job, the employee may work in outside weather conditions and is regularly exposed to extreme cold and extreme heat.

Employee Signature

Employee Printed Name

Date