



CITY OF STUART JOB ANNOUNCEMENT

Human Resources
121 SW Flagler Avenue
Stuart, FL 34994
www.cityofstuart.us

The City of Stuart is an historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded "America's Happiest Seaside Town 2016" by Coastal Living and "Most Beautiful City 2008" by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

PT Civilian Enforcement Officer (Police Department)

Hiring Range: \$17.26 - \$21.43 per hour

FLSA Status: Non-Exempt

Announcement Date July 26, 2017

Closing Date: Open Until Filled

MUST submit Application Packet available at (<http://www.cityofstuart.us/index.php/police-employment-opportunities>) **directly to the Stuart Police Department located at 830 Martin Luther King, Jr. Blvd, Stuart.**

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees.

Characteristics of the Class

Under the direction of the Civilian Enforcement Unit Supervisor and the general supervision of the Police Community Services Supervisor, performs technical work involving the enforcement of municipal codes, license and business code regulations, ordinances, and the Zoning and Land Development Codes. The incumbent conducts field investigations in response to citizen complaints and proactively through patrols, administers municipal sanitary codes and enforces local zoning regulations. Enforces compliance of license and business codes regulations and administers occupational license.

Illustrative Duties (the following are highlights; a detailed job description is available in Human Resources)

- Responds to calls for service and takes action upon observing circumstances requiring attention. Proactively patrols and resolves circumstances requiring attention.
- Establishes and maintains open lines of communication with the community. Interviews property owners, tenants and complaint instigators to determine nature of complaints; prepares reports and findings; issues citations for violations.
- Prepares necessary documents, written reports, and other information pertinent to cases going before the City Magistrate; participates in City Magistrate hearings. Reports orally, or in writing, upon matters of concern to public safety or the City.

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- Patrols streets on foot and in vehicle in designated areas of the City, to include residential and business areas for detection of parking violators.
- Responds to parking complaints as reported throughout the City and attempts to resolve them through enforcement or other appropriate means. Requests officers to respond to traffic crashes, public safety hazards, or the scenes of crime as discovered.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Minimum Qualifications and Education / Licenses and Certifications

High School Diploma or equivalent and two (2) years of code enforcement work or related field. Code Enforcement Level I and Level II certifications preferred. Must have a valid FL Driver License.

Essential Physical Skills and Environmental Conditions

Task involves frequent walking, at times over rough or uneven surfaces, sitting, stretching, pushing, pulling, bending, stooping, standing; some lifting and carrying objects of moderate to heavy weight (30-50 pounds); and/or the operation of vehicles, office equipment, keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Position may also involve the complex operation of gasoline, electric, or diesel-powered machinery or police equipment requiring the manipulation of multiple controls, fine adjustments, or both. Task may require frequent exposure to adverse environmental conditions, including various weather conditions, noise, and interacting with vehicle traffic. Task requires sound, visual, color, texture and depth perception and discrimination. Task requires oral communications ability.

A City of Stuart Police Department “Application for Employment Packet” can be obtained through our website (<http://www.cityofstuart.us/index.php/police-employment-opportunities>). **Applications for Employment Packet must be delivered directly to the City of Stuart Police Department.**

The City of Stuart is a tobacco-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.