



### CODE ENFORCEMENT OFFICER

The City of Hialeah is accepting **resumes** for the position Code Enforcement Officer. See Job Description below. Interested individuals may submit resume to Yaraizi Gonzalez at [YAGonzalez@hialeahfl.gov](mailto:YAGonzalez@hialeahfl.gov). The City of Hialeah is an equal opportunity employer and a drug free work place.

### DISTINGUISHING CHARACTERISTICS OF WORK

Under direct supervision, investigates, reports, and enforces compliance to City Ordinances regarding violations of Occupational Licenses, Chapter 10 of Miami-Dade County Code and Building and Zoning. In addition to a regular schedule, the inspector will have to handle serious complaints as they are reported on a priority basis, being tactful, but firm remembering that he/she, as a representative of the City, is dealing with the community.

### EXAMPLES OF DUTIES

Daily inspections of commercial and residential areas to assure compliance with codes and ordinances. Investigates or initiates complaints regarding illegal construction, unlicensed contractors, unlicensed businesses, delinquent licenses, and lot clearance. Also, takes instant pictures, files reports, and keeps records. Follows up on cases to assure compliance, assists in obtaining arrest warrants, and serves as witness in cases requiring State Attorney, Code Enforcement Board or General Master action.

### KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the geography of the City including the location and layout of primary and secondary streets. Working knowledge of local and state ordinances and the ability, when called upon, to apply them to specific examples. Ability to tactfully communicate and deal with the public. Expertise in explaining applicable ordinances to the public, preparing reports and keeping records. Competent to follow both oral and written instructions while maintaining a close working relationship with other City, County and State Departments.

### MINIMUM TRAINING AND EXPERIENCE

Must be a high school graduate or GED from an accredited school/institution. FACE Level I Certification preferred but not required. Code Enforcement's field experience desirable. Must have a valid Florida Operator's License.