

## **CODE ENFORCEMENT OFFICER - Palm Beach Shores, FL**

SAFEbuilt's code enforcement service takes a proactive approach to code enforcement. We are looking for an individual that will provide community service to educate and drive proactive code enforcement activities.. The employee serves as a resource and provides information on city regulations to property owners, residents, businesses, and the general public, along with other city departments and divisions.

SAFEbuilt has a 20 year history of providing building department services as a government contractor. Our culture is positive and energetic as we empower people to do what they do best. Join the other highly qualified and motivated individuals who share the common Core Values of Integrity, Respect, Service, Teamwork and Improvement.

We offer a strong salary and benefits package to reward ability, certification levels, and work experience. Benefits include health, dental, vision, life, and disability insurances, paid holidays, paid time off, paid training, new certification bonuses, a matching 401K Plan, and more.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Investigate and enforce municipal, land development and property maintenance codes within city boundaries.
- Responds to and investigates allegations of violations of Municipal, Land Development and Property Maintenance Codes to determine validity of complaints and the appropriate course of action to mitigate issues.
- Notification of issues given in writing, by phone, in person and electronically.
- Schedules and performs systematic property maintenance inspections to maintain or achieve minimum property standards.
- Attends neighborhood meetings to discuss and educate citizens about City codes.
- Prepares records and reports pertaining to abatements, court actions, daily activities, enforcement actions and inspections.
- Compiles documentation for and issues summons.
- Testifies in municipal court as required.
- Performs other duties as required or assigned.

### **BASIC QUALIFICATIONS:**

- High School Diploma or GED
- Valid driver's license and good driving record
- Knowledge of general construction practices, procedures and requirements
- Ability to establish and maintain effective working relationships with employees, citizens and elected officials; Handle sensitive or stressful situations with tact and diplomacy
- Ability to communicate effectively both orally and in writing; ability to make presentations
- Ability to read, interpret, and explain City codes and site plans, maps and work plans

### **CERTIFICATIONS:**

- Florida Association of Code Enforcement (F.A.C.E.) Level I Certification **Required**
- F.A.C.E Level II and III to be obtained within the first 2 years of employment
- A.A.C.E. Property Maintenance and Housing Inspector preferred
- ICC Property Maintenance and Housing Inspector Certification preferred

**EXPERIENCE:** 3+ years or more experience

Inquiries: [jobs@safebuilt.com](mailto:jobs@safebuilt.com)