

NOTICE OF INTENDED EMPLOYMENT
AND
REQUEST FOR RESUMES

The Board of County Commissioners of Hamilton County, Florida gives notice of intent to employ a person for the position of Code Enforcement Officer.

This technical work in performing compliance inspections of residential, commercial and real estate properties and issuing reports and warning citations for violations of zoning, building and structure safety codes, which includes inspecting residential, commercial, and derelict properties; condemning properties deemed as unsafe or unfit for human habitation; citing and reporting violations, and; prosecuting cases before the local code enforcement board/Special Magistrate, regarding offenses related to the preceding activities Work requires knowledge of the techniques, methods, and procedures used in building construction and enforcing local property, building and structure safety, and zoning codes. Contacts with property owners, contractors, and others require skill in understanding and/or influencing people and are important in the inspection of properties, enforcement of applicable codes and promotion of citizen awareness. Also, skills of persuasiveness or assertiveness, as well as a sensitivity to others Points-of-view, are often required to influence behavior, change an opinion, or resolve difficult issues. The physical demands consist mainly of standing, stooping, bending, reaching, climbing, walking at work sites for extended periods of time, and occasionally lifting and moving light objects. Operates motor vehicles, cameras, electrical testers, measuring equipment, and standard office equipment, such as personal computers, copiers, and facsimile machines. Work is performed under limited supervision where the work assignments are subject to established procedures, practices, precedents, methods, techniques and well-defined policies, and the worker plans and organizes the work, determines own priorities and the work is reviewed, usually after the fact, in terms of quality, volume, timeliness, and adherence to established methods, standards and policies.

Certification as a Code Enforcement Officer by the Florida Association of Code Enforcement (F.A.C.E.) is required prior to completion of the six months probationary period. A detailed job description and applications may be obtained from the County Coordinators Office, 1153 Hwy 41 NW, Suite 2 Jasper, Florida or by calling (386) 792-6639. Applications with resumes may be submitted at this same location.

Compensation will be dependent upon qualifications and experience.

Job posting will be open until filled.