



CITY OF BELLE ISLE

ADMINISTRATION OFFICE

Belle Isle Police Department - Position Vacancy

Position Title: Code Enforcement Officer/Community Service Officer (CEO/CSO)

Supervisor: Deputy Chief Travis Grimm

General Description: Performs a variety of non-hazardous police-related work to maintain and protect the public; detect, prevent and report a crime; directs and controls traffic; investigates crimes and patrols the community; performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City Departments. CEO/CSOs have no arrest authority and are non-sworn law enforcement employees.

CEO/CSO Essential Job Functions:

- Responds to non-hazardous calls for service
- Patrols City streets, parks, boat ramps, and other assigned areas looking for traffic crashes, parking violations, and suspicious activities
- Directs traffic at traffic crash scenes and school zones
- Provides first aid and may respond to calls for medical assistance
- Uses police radio to maintain communication with dispatchers
- Testifies in court
- Remains highly visible to deter traffic violations
- Investigates complaints regarding code violations on building, housing, zoning, tree, sign, and other City codes by conducting field investigations and property research
- Attends and provides testimony before the Special Magistrate regarding code violations
- Provides violators of City codes with citations or notice of violation and gives the violator due process to comply with City codes
- Routinely patrols the City for potential code violations, including violations of the short-term rental ordinances, building without a permit, overgrown lots, and untagged or inoperable vehicles, and all other applicable local civil laws and submits inspection reports to the Deputy Chief
- Maintains records regarding code violations via a computer-aided tracking system and documents files until compliance is obtained or a lien is imposed
- Prepares letters for notice of violation and notice of hearing, clearly identifying code violations and appropriate corrective action
- Conducts follow-up inspections to previously identified code violations to ensure that code compliance is maintained
- Maintains vehicle and equipment used in the code enforcement process in good working order
- Nights and weekend work are required

**These essential job functions are not construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.*

Minimum Qualifications:

Graduation from high school. Valid Florida Driver's License. Must be a U.S. citizen. Willingness to work a flexible schedule, including weekends and evenings, and in all weather conditions.

Desired Qualifications:

Ability to communicate effectively both orally and in writing

Ability to establish and maintain effective working relationships with employees, government officials, and the public

Ability to work independently with minimal supervision

Demonstrated sound decision-making in previous jobs

Ability to read, interpret, and analyze instructions and data effectively

Experience in law enforcement or related fields