

**GLADES COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AN EQUAL OPPORTUNITY EMPLOYER**

March 8, 2017

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**CODE ENFORCEMENT OFFICER  
EXCELLENT BENEFITS, HEALTH CARE AND STATE RETIREMENT**

**SALARY RANGE: \$10.00 - \$11.50**

**MAJOR DUTIES:** A Code Enforcement Officer is responsible for enforcing Glades County codes and ordinances including, but not limited to: land use and zoning issues, lot mowing, signs, nuisance complaints, and building permit violations. The major duties of the officer will be conducting field inspections and background investigations, compiling information, generating notices of violation and citations, preparing code case reports, and presenting cases to the Judge. The officer must understand and comply with code compliance processes and established local and State codes and laws. The position requires significant contact with the public and the officer is required to exhibit considerable independent judgement in the performance of day to day duties. The position is supervised by the Community Development Director.

**KNOWLEDGE, SKILLS AND ABILITIES:** Applicant must have excellent customer skills including active listening, negotiation, persuasion, social perceptiveness and empathy. The applicant must also be able to review, understand, and explain local County codes, and sometimes State law. The applicant must understand the general principals of code enforcement. The applicant will be expected to make independent decisions regarding compliance and noncompliance with regulations and therefore must have critical thinking and complex problem solving skills. Also, skills in organization, investigation, report writing, and public speaking are required.

**MINIMUM QUALIFICATIONS:** High School Diploma or equivalent (G.E.D.). A Florida Association of Code Enforcement (F.A.C.E) Certification in Fundamentals of Code Enforcement (Level 1) or the ability to obtain within three (3) months of employment. At least one year's experience in code enforcement, building permitting, or zoning review is preferred.

**ESSENTIAL PHYSICAL SKILLS:** Good hearing (with or without hearing aid); Good vision (with or without correction); Acceptable clarity of speech (with or without reasonable accommodation); Ability to communicate both orally and in writing; the position may require balancing, kneeling, crouching, crawling, stooping, climbing, reaching, pulling, pushing, climbing, grasping, fingering, standing, and walking.

**ENVIRONMENTAL CONDITIONS:** Work inside in an office environment with quiet noise level; Work outside in various weather conditions with moderate to loud noise level.

**JOB LOCATION:** The office is the Glades County Community Development Department located in the City of Moore Haven. The position requires travel throughout the County utilizing a County vehicle.

**WORK SCHEDULE:** Monday – Friday 8:00am – 5:00pm. Flexible hours can be negotiated. Must be available to work during any declared emergency situations.

**CLOSING DATE:** Open until filled.

**REQUIRED DOCUMENTATION:** Glades County Job Application. Copy of F.A.C.E. Certification. Copy of Valid Florida Driver's License.

**SUBMIT APPLICATION TO:** Gabrielle Ibietatorremendia  
Mail: Post Office Box 1527                      Physical Address: 198 6<sup>th</sup> Street  
Moore Haven, FL 33471  
Phone: (863) 946-6009  
Email: HR@MYGLADES.COM

Glades County is an Equal Opportunity Employer and drug-free workplace.  
*Veteran's Preference will be given in accordance with Florida Statutes 295.07*