



CITY OF SWEETWATER

EMPLOYMENT OPPORTUNITIES

POSTING DATE: 09/25/2017

The City of Sweetwater is accepting applications for the following positions. For information on position qualifications and the application process, please visit the receptionist at: Sweetwater City Hall 500 SW 109th avenue, Sweetwater, FL 33174

Code & Parking Enforcement Officer – POSITION # 1106– FULL-TIME

Applications will be considered on a first-come, first served bases. Deadline for accepting applications: Until filled

Conducts inspections for violations of applicable ordinances, zoning and City codes. Issues notices of violations, issues construction tickets and assigns required fines. Receives and investigates complaints of zoning and City code violations. Conducts courtesy inspections upon request of attorneys and realtors, and processes required payments.

Inspects newly completed buildings or additions, commercial or residential, for their use, off-street parking facility, landscaping and house numbers. Ensures that finished product conforms to original approved plans.

Assists code violators in achieving compliances. Explains codes and permitting procedures, assists in the completion of necessary forms, and refers to proper offices.

Imposes property liens and serves summons, subpoenas, and enforcement orders.

Prepares and presents forms and evidence for prosecution of cases to Code Enforcement Board and to the

Provides information for other City departments and citizens. Informs the Building department of violations of South Florida Building Code and OSHA regulations. Assists the Police Department, as needed, in the investigation of criminal activities. Upon request, advises citizens preparing for real estate closings of any zoning code violations.

Issues Tickets/Citations for Parking Violations

Patrols assigned parking lots within the City. Inspects businesses providing Valet Parking services to detect possible violations

Performs other related tasks as required.

Minimum Education and Experience

Graduation from high school or possession of an acceptable equivalency diploma. College course work in engineering, building inspection, code enforcement or related field. Two years progressively responsible experience in code inspection and/or construction trades. A comparable amount of training or experience may be substituted for the minimum qualifications

City of Sweetwater Human Resources: 500 SW 109th Avenue Sweetwater, FL 33174

EQUAL OPPORTUNITY EMPLOYER. <http://www.cityofsweetwater.fl.gov/>