

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES**

COMMUNITY CODE LIAISON/OUTREACH OFFICER

The City of Lake Worth invites qualified individuals to apply for the position of Community Code Liaison/Outreach Officer.

This position is based on a **40 hour work week** with an hourly pay of **\$21.04-24.00**. This position will work at Utilities Building located at 1900 2nd Avenue North, Lake Worth, FL 33461.

In addition, this position offers:

- **Vacation and Sick Leave Accruals**
- **13 Paid Holidays**
- **City of Lake Worth Medical Benefits that include Life Insurance, Dental and Vision coverage**
- **Retirement Plan**

SUMMARY:

Under limited supervision, ensures compliance with city codes through field inspections, notices of violation and citations; educates citizens and community groups regarding code compliance; and performs related duties as assigned. Maintaining neighbourhoods and community quality of life is the primary responsibility of the Community Code Liaison officer.

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Strives to achieve voluntary compliance with the City of Lake Worth Ordinances, Florida Building Code and Minimum Housing standards.
2. Proactively patrols the city identifying violations, but also accepts complaints from concerned citizens.
3. Investigates, prepares and presents cases to Special Magistrate monthly.
4. Researches legal descriptions of properties; notifies all interested parties and submits notices of violations to property owners.
5. Maintain daily logs and supplements inspection records with photographs.
6. Attends homeowners or neighbourhood association meetings and makes informative presentations.
7. Organizes workshops in order to educate the residents and businesses of the Lake Worth Community.
8. Meets with property owners and residents and explains code compliance requirements.
9. Performs re-inspections before and after Special Magistrate hearings to ascertain compliance.
10. Coordinates with authorized contractors for board and securing of buildings and clearing lots.
11. Maintains records and prepares periodic reports for supervisors.

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12. Cites inoperable vehicles on private properties for towing.
13. May supervise community service workers and special groups during community clean-up efforts.
14. Other duties as assigned related to the overall mission of the Department for Community Sustainability.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of building, zoning, and minimum housing codes and regulations.
- Knowledge of minimum housing standards.
- Knowledge of departmental policies and procedures.
- Knowledge of appropriate safety methods and techniques.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, county and state, operations for the protection of people, property, and institutions
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, agency rules, and the democratic political process.
- Knowledge of principles for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- Skill in both verbal and written communication, including group presentation skills.
- Skill in operating standard office equipment including a two-way radio, personal computer and related software.
- Skill in utilizing appropriate interpersonal skills when interacting with diverse communities or confrontational individuals.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and the public.

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding written sentences and paragraphs in work related documents.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Communicating with others to convey information effectively and communicating effectively in writing as appropriate for the needs of the audience.

- Monitoring/Assessing performance or organizations to make improvements or take corrective action.

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- Awareness of others' reactions and understanding why they react as they do.
- Time Management — Effectively manages his/her own time.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Position involves moderate work often in an outdoor setting with exposure to loud noises, chemicals, debris, air and waterborne pathogens. There is frequent need to stand, walk, sit, talk or hear, use hands, kneel, stoop and perform other similar actions during the course of the workday. The City of Lake Worth promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS:

High School (College preferred) and one (1) year related experience, or any equivalent combination of training and experience. Must possess or obtain F.A.C.E. (Florida Associate of Code Enforcement) Level I Certification within six (6) months of employment. A valid Florida driver's license is required.

PROCEDURE FOR APPLYING:

City of Lake Worth
Attn: Human Resources
7 N. Dixie Highway
Lake Worth, FL 33460

Or visit our website at: [City of Lake Worth, Florida](http://www.cityoflakeworth.com)

Each application package should include the following:

- Resume of previous work experience and cover letter summarizing relevant experience
- City of Lake Worth Application

<https://www.lakeworth.org/files/files/hr/Employment%20Application.pdf>

Applicants for positions with the City of Lake Worth should know and be aware of the following:

Please note incomplete applications will not be considered. Applications will be received until the position is filled. Submission of an application does not guarantee the applicant an interview.

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.