



# CITY OF FLORENCE

600 West 3<sup>rd</sup> Street  
Florence, Colorado 81226  
(719) 784-4848  
cityofflorence@florencecolorado.org  
www.cityofflorenceco.gov

**Position:** Code Enforcement Officer

**Supervisor:** Chief of Police

**Department:** Police Department

**Salary Range:** \$17.07 - \$26.38, DOE, DOQ.

**Benefits:** Full-time benefits include health, dental, vision, retirement, and supplemental insurance.

## General:

Under the general supervision of the Florence Police Department, is responsible for the enforcement of health and safety codes, streets, sidewalks, and public places codes, and zoning codes.

## Essential Duties and Responsibilities

- Originates, investigates, and remedies violations of the Municipal Code
- Investigates and remedies complaints received from citizens, officials, and City employees relating to code violations
- Issues verbal and written warnings; writes summons and complaints for code violation
- Provides service by addressing citizen's questions and concerns pertaining to Municipal Code issues
- Prepares and documents code violation for court cases; testifies in court as a witness or complainant
- Completes reports on statistical data or actions taken by code enforcement for monthly and annual reports
- Performs other duties as assigned.

## Responsibilities:

- Ensures that all duties listed previously are performed efficiently and properly
- Responsible for maintaining a positive and problem-solving atmosphere and clearly assesses and completes all assigned tasks
- Responsible for cooperating with supervisor, other departments, and co-workers with the overall benefit to the City as the primary focus
- Responsible for planning, scheduling, and organization of workload
- Relates to the public in a professional and courteous manner at all times



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## **Knowledge, Skills, and Abilities:**

- Thorough knowledge of Florence Municipal Code and code enforcement techniques
- Knowledge of City boundaries and city streets
- Skills in developing relationships with a variety of public and private entities
- Ability to prepare reports, letters, and memoranda
- Ability to use tact, discretion, initiative, independent judgment, and conflict resolution
- Ability to meet citizen needs in a flexible, responsive, courteous, and respectful manner
- Valid Colorado Driver's License

## **Education and Experience:**

- High school diploma or equivalent (GED)
- Code enforcement experience preferred but not required
- Must make satisfactory progress towards Certification as a Code Enforcement Officer through ACEO (Association of Code Enforcement Officials) during first year

## **Physical Demands:**

Work is primarily in an office environment with sitting, standing, and walking required. Requires the ability to lift and move objects up to 20 lbs. occasionally. Requires communication with others to exchange information and using repetitive motions that may include the wrists, hands, and fingers. No adverse environmental conditions expected.

## **Acknowledgement:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Employee  
Signature \_\_\_\_\_ Date \_\_\_\_\_