



Personnel

10770 West Oakland Park Blvd. · Sunrise, FL 33351 · P: 954.838.4542

CODE ENFORCEMENT OFFICER

- OPEN DATE:** November 9, 2009 through November 23, 2009
(Open until filled)
- SALARY:** \$35,033 - \$48,292
- NATURE OF WORK:** Employee in this classification receives complaints; reviews inspection reports, determines violations and prepares citations involving zoning and other City codes, ordinances and regulations.
- HOURS:** 8:00 A.M. – 4:00 P.M. (varies); Monday – Friday
- WORKSITE LOCATION:** Police Department – Code Enforcement
1607 NW 136th Avenue, Bldg B, Sunrise
- EDUCATION:** Graduation from an accredited high school or G.E.D. equivalency diploma.
- EXPERIENCE:**
- One (1) year of responsible full-time (or equivalent) paid experience in code enforcement or investigation work requiring excellent communication and public relations skills.
 - Florida Association of Code Enforcement (FACE) Level I Certification, required
 - Knowledge of Microsoft office is preferred.
- SPECIAL REQUIREMENT:**
- Possession of a valid driver's license and a good driving record.
- HOW TO APPLY:** Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V