

# Application for Employment



**City of Mary Esther**  
 195 Christobal Road North  
 Mary Esther, FL 32569-1911  
 Phone (850) 243-3566  
 Fax (850) 243-0736

We are an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

**PERSONAL INFORMATION**

Date: \_\_\_\_\_

Name \_\_\_\_\_  
                     Last  First  Middle

Present Address \_\_\_\_\_  
                                     Street # and Name  City  State            Zip

Permanent Address (if different) \_\_\_\_\_  
                                     Street # and Name  City  State            Zip

Best Number to Reach You (\_\_\_\_\_) \_\_\_\_\_ Referred by \_\_\_\_\_

Other Phone # \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

**EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now?  Yes  No      If so, may we inquire of your present employer?  Yes  No

Have you ever applied to work for the City before?  Yes  No      If so, when? \_\_\_\_\_

**EDUCATION**

Name & Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied & Degree(s) Received
Grammar School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**GENERAL INFORMATION**

Subjects of special interest, study or research work: \_\_\_\_\_  
 \_\_\_\_\_

Job-related skills (licenses, equipment OR machinery you can operate, etc.) \_\_\_\_\_

*(Continued on other side)*

**FORMER EMPLOYERS** List below your employers for the past 5 years, starting with the most recent one first. Use an additional sheet of paper if necessary.

Date Month & Year	Name and City/State of Employer	Salary Upon Leaving	Position	Reason for Leaving
From To				
From To				
From To				
From To				

**PROFESSIONAL (2) AND PERSONAL (1) REFERENCES** List three (3) persons below who are not related to you whom you have known at least one year.

Name	Address	Title	Years Known
1.			
2.			
3.			

**IMPORTANT: Employment is subject to verification of an applicant’s background. Persons selected for employment must present (1) a valid social security card and 2) TAKE A Loyalty Oath, as per Florida Statute Section 876.05. Additionally, the City of Mary Esther is required by Federal law to verify having seen documents, which the applicant must provide as part of the employment processing, that show the applicant’s identity and right to work in the United States.**

**APPLICANT: PLEASE READ THIS STATEMENT CAREFULLY BEFORE SIGNING BELOW.**

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of Mary Esther is true and correct to the best of my knowledge. I understand that any incorrect, incomplete or false statement on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City.

I understand that any employment is conditioned on a background check. I authorize the City to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my character and general reputation to the City without giving me prior notice of such disclosures. In addition, I release the City and former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application or conveyed during any interview is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding on the City unless made in writing by the City Manager.

I understand that the City of Mary Esther is a drug free workplace. Subsequent to an offer of employment, I give my voluntary consent to be medically examined and to provide a sample of blood, urine, or hair which may be tested for recent use of drugs and/or controlled substances. Further, I release the City of Mary Esther, its officers, agents, and employees from any liability whatsoever in connection with such a medical examination or the use of the test results therefrom.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all City work rules, policies and procedures. The City retains the right to revise its policies in whole or in part at any time.

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

# **CODE ENFORCEMENT OFFICER**

*Specifications are intended to present a descriptive list of the range of duties performed and are not intended to reflect all duties performed within the job.*

## **I. Description**

The Code Enforcement Officer works under the direction of the Code Enforcement, Planning and Zoning Director and is responsible for the day to day operations of the Department.

## **II. Responsibility**

To ensure the growth and development of the City is consistent and in compliance with planned and programmed development; to ensure compliance and enforce applicable Federal, State, and local statutes, rules, regulations, codes and ordinances.

## **III. Duties**

1. Perform a variety of field and office work in support of the City's Land Development Code and Code of Ordinances; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance, building codes, health and safety, blight, graffiti, stormwater, animal control; parking, dumping, and other matters of public concern; review and interpret building and site plans; issue building permits; mark cemetery spaces for burials.
2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City ordinances and codes; proactively patrol the City for violations of City ordinances and codes; patrol assigned area to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations. interview complainant and witnesses; conduct investigations and provide recommendations for a resolution.
3. Conduct field investigations; inspect properties for violations; issue violation notices and citations for violations of municipal codes and state statutes; schedule and perform follow up inspections; perform building permit site inspections and final inspections.
4. Prepare evidence in support of legal actions; appear in court and before the Special Magistrate as necessary; testify at hearings and court proceedings.
5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.

6. Prepare a variety of written reports, memos, and correspondence related to enforcement activities and permitting.
7. Attend meetings and special events when requested by the Director or City Manager; provide research and documentation for meetings. Meeting times and special events may be held outside of regular working hours.
8. Operate a computer to enter, process and acquire data relative to complaints, inspections, and research.
9. Supervise the work of community service workers and volunteers engaged in community clean-up and preservation activities.
10. Locate vacant residences and businesses; secure buildings with proper materials as necessary; check vacant buildings regularly for transient activity, graffiti and other forms of vandalism.
11. Assist in researching, drafting, and rewriting municipal codes.
12. Assist in maintaining compliance with the National Flood Insurance Program and Community Rating System.
13. Perform other related duties as required.

#### **IV. Qualifications**

- A. Basic requirements:
  1. High school diploma or equivalent
  2. Valid driver's license
  3. U.S. citizen age 21 or older
  4. No felony convictions
  5. Has never plead guilty or nolo contendere to, or has been found guilty of a felony or of a misdemeanor involving perjury or a false statement, domestic abuse/violence, sexual misconduct or a sexual component, notwithstanding suspension of sentence or withholding of adjudication.
  6. Professional and neat appearance
  7. Proficient in Microsoft Word, Excel and Outlook.
  8. Computer literate
- B. Ability to:
  1. Diffuse hostile situations
  2. Read and interpret building plans and surveys
  3. Mediate resolutions in a timely and tactful manner
  4. Exhibit good speaking and communication skills
  5. Exhibit good interpersonal skills
  6. Exhibit good technical and business writing skills

7. Accurately type 40 words per minute
8. Lift 50 lbs
9. Regularly work in the outdoor environment
10. Work independently
11. Exhibit sufficient physical mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, walk, run, climb ladders, walk on uneven terrain, loose soil, and sloped surfaces; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard and copier; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.
12. Travel up to 7 days for training and certification
13. Obtain F.A.C.E. certification within the first 12 months of employment

**V. Advanced Education/Training**

One or more of the following certifications is preferred:

1. F.A.C.E. level 1, 2, 3, and 4
2. Stormwater Operator 1 and 2
3. Certified Floodplain Manager
4. FDOT Intermediate Maintenance of Traffic
5. FDOT Advanced Maintenance of Traffic
6. FEMA E273 Managing Floodplain Development through the NFIP
7. FDEP Certified Stormwater Inspector

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Code Enforcement Officer position and I certify that I can perform these functions and meet the qualifications.

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*The duties of the position are subject to change by management at any time.