

PUBLIC SERVICES COORDINATOR / CODE ENFORCEMENT OFFICER

TOWN OF HAVERHILL

The Town of Haverhill is accepting applications for the full-time position of Public Services Coordinator / Code Enforcement Officer. This is an hourly position reporting directly to the Town Administrator.

Starting Salary Range: \$62,000 to \$71,000 depending on qualifications

Opening Date: September 14, 2026

Closing Date: October 23, 2026

The position is responsible for coordinating the public services of the Town (Solid Waste, Emergency Preparedness, Local Mitigation Strategy, Floodplain Coordination) and is also responsible for enforcing compliance with all applicable Town Codes by investigating violations of Town Codes and Ordinances; issuing notices of violations; preparing cases to be presented to the Special Magistrate and monitoring fines and liens imposed.

Work involves field inspections as well as interpreting technical legal provisions and administrative directives pertaining to code enforcement. This position involves applying superior customer service skills in the enforcement of Town Codes and property maintenance standards. Duties require the use of judgement and tact in explaining regulations to property owners, businesses, staff, attorneys and a Special Magistrate. This position serves as liaison for assigned infrastructure improvement projects and coordinates with outside vendors such as, but not limited to, the Town Engineer, mosquito abatement, street sweeping, and solid waste contractors. Attends other meetings and performs other duties as assigned. Occasional night and weekend work may be required.

Applicants must possess a high school diploma and valid Florida Driver's license. Preferred qualifications include an Associate's degree with major course work in Public Administration or a closely related field; five or more years of progressively responsible experience in a local or county government code enforcement office; one year of public works experience; Qualified Stormwater Management Inspector certification; clean driving record; and Florida Association of Code Enforcement (FACE) certifications. Ability to obtain FACE certifications and Qualified Stormwater Management Inspector certification **within 12 months of hire is required**. Chosen candidates shall be subject to a background investigation and undergo drug testing and physical examination.

The full job description and employment application may be obtained on the Town's website at www.townofhaverhill-fl.gov.

Interested persons must submit a Town of Haverhill employment application and cover letter to tstevens@townofhaverhill-fl.gov

The Town of Haverhill is an Equal Opportunity Employer and drug free workplace. The Town of Haverhill prohibits employment discrimination on the basis of race, color, religion, national origin, sex, age, marital status, genetic information and any qualifying disability. In accordance with the guidelines set forth in the American with Disabilities Act of 1990, applicants in need of assistance or special accommodation to apply for a position must inform the Town Administrator. The Town reserves the right, in its sole discretion, to extend the Closing Date, cancel the job posting, interview all, some or none of the applicants, and modify the job description prior to the Closing Date.