

## **Job Description: Town of St. Lucie Village Marshal**

### General description

The Marshal of the Town of St. Lucie Village is appointed by the Town's Mayor, with the advice and consent of the Town's Board of Aldermen. The Marshal's primary responsibility is enforcement of the Town's ordinances under the direction of the Mayor and Board of Aldermen. The Marshal may be terminated by the affirmative vote of three members of the Board of Aldermen. The Marshal must be a resident of St. Lucie County, and preferably, a resident of St. Lucie Village.

### Specific Duties

1. Make at least one complete, daily tour through all roads of the Town, preferably on a variable schedule, with a focus on any unsafe conditions or clear violations that may compromise the safety or health of Town residents. When notified that a resident will be out of town for an extended period, the Marshal will pay particular attention to that residence in making his or her rounds.
2. Report to the Mayor and Board on all code violation complaints, including photographs, notes, and an initial assessment of the validity of the complaint. Include a summary of the complaint and Marshal's assessment in the Marshal's Report at the next regular meeting of the Board of Aldermen.
3. Provide follow-up and support to the Mayor, Board of Aldermen and Village Attorney throughout any code enforcement process for code violations that require enforcement action.
4. Maintain records of all complaints and code enforcement activities as required by the Mayor and Board of Aldermen and to be compliant with State laws.
5. Notify the Town Building Official of any construction observed for which a Town Building Permit is not posted.
6. Serve as liaison with Sheriff's Department, including radio or other communication when appropriate and cooperation with Sheriff's Department activities within St. Lucie Village. The Marshal shall report all criminal or public safety issues requiring immediate response to 911 Call Center.
7. Maintain responsibility for proper display of American flag at the east end of Chamberlin Boulevard, including lowering to half-staff upon notification by the State of Florida and returning to full-staff upon expiration of the half-staff notice.
8. Attend all regular meetings of the Board of Aldermen and give a verbal presentation of a written report on the preceding month's activities related to the Marshal's duties.
9. Maintain the Town's Marshal cruiser, Sheriff's radio, camera, printer, and other equipment. Maintain records of all maintenance and purchasing expenses, with copies provided to the Town Clerk.

10. Maintain all Town road signs, including replacement of those damaged or missing and installation of new signs as directed by the Mayor and Board of Aldermen.
11. Serve any and all notices or papers that may need to be served on any resident or person within the Town, unless the Mayor or Board of Aldermen elect to use another process server.
12. Forward any public records request to the Clerk and assist in responding if necessary.
13. Answer to the Mayor and perform all reasonable requests made by the Mayor.

### Minimum Qualifications

Applicants must have a Florida Driver's license; must be capable of walking moderate distances; must be capable of performing physical tasks, such as street sign installation; and must be able to prepare and present concise and complete written and oral reports to the Board of Aldermen. Applicants will preferably have, or must be willing to obtain (if required by the Board), a certification for completion of the Florida Association of Code Enforcement, Inc. course entitled "Fundamentals of Code Enforcement" and complete the continuing education requirements to maintain that certification. If the Board requires certification, any non-certified applicant/appointee will be given 18 months to complete the education requirements and receive the certification. The selected applicant must pass a background check before assuming the position of Village Marshal.

### Compensation

The salary for basic duties, including all specific duties outlined above, but excluding those related to Code Enforcement training and substantial involvement in responding to a public records request, shall be \$971 per month, or as amended by the Board of Aldermen.

Compensation for all Code Enforcement training (for time in attendance at initial training and at continuing educational to maintain certification) will be paid at the hourly rate of \$25 per hour plus expenses and mileage.

If and when a more formalized approach to code enforcement (involving more time by the Marshal in prosecuting such matters) is adopted, additional compensation for the Marshal will be considered by the Board at that time.

In accordance with Resolution 2016-9, substantial time spent in responding to a public records request may be compensated at \$25 per hour.

As a part-time employee of St. Lucie Village, there will be no designated holidays, vacation, or sick days for the Marshal. Absence from the Marshal duties for holidays, vacations, or sickness will not result in decreased pay; but the Mayor should be notified in advance of any such absences from the Marshal's regular duties.