



99 S. 18th Street
P.O. Box 1387
DeFuniak Springs, FL 32435
southlandutility.com

September 15, 2017

CODE FORM SPECIALIST

Southland Utility Services, Inc. (Southland) is accepting applications for the position of **Code Form Specialist**. The position processes code forms and provides administrative assistance to the Leadership Team (LT). This position is production focused and requires individual to meet productivity standards for accuracy and quantity. This Code Form Specialist will be responsible for gathering data off floor plans and entering data into a software program that determines if the residence meets FL laws for energy efficiency. This position will also do other administrative tasks to help the LT as needed. This position reports to the HR/Payroll Coordinator.

Education/Experience Requirements: High school diploma or general education degree (GED); or one (1) to three (3) months related experience and/or training; or equivalent combination of education and experience. Knowledge of reading floorplans/blueprints is preferred. Knowledge of construction basics is preferred. A valid driver license is required.

Competencies: Proficient organization (note taker and list maker) and communications skills (verbal and written), ability to focus for long periods of time to start and complete a project with accuracy and timeliness, ability to collect and analyze data, follows instructions, asks questions, strives to excel and exceed expectations, has a strong desire to learn, displays initiative to seek out resources to be successful, is very detail oriented, strives to continuously build knowledge and skills, solicits feedback and makes changes to improve quality of work, uses time efficiently, works with integrity and ethically to uphold Southland values.

Job Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Benefits: 401(k) retirement option with company match up to 2%; 10 Paid Time Off days per year; 10 paid holidays per year; option of medical, dental, vision, life and other insurance coverage; Southland pays a majority of medical insurance premiums (All benefits are subject to other stipulations not mentioned here. Contact HR for more information.)

The position reports to the Southland Headquarters office in DeFuniak Springs with regular work hours 8:00 AM to 5:00 PM, Monday through Friday. **Applications will be accepted until position is filled.** To apply for this position, visit our website to fill out the online application, or come see us for a hard copy application to fill out and turn in. Call Michelle for more information 850-307-1176.

Southland is an Equal Opportunity / Drug Free Workplace Employer and does not tolerate discrimination, violence, or drugs in the workplace.

Southland Utility Services, Inc.

	Michelle Schack, PHR, SHRM-CP Human Resources & Payroll Coordinator
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