

Josh McEnany

Code Enforcement Officer

jmac1604@gmail.com

Objective: To secure a challenging and responsible position, in which I can demonstrate multifunctional skills, motivation and a commitment to excellence.

Qualifications: Dedicated, proficient in Microsoft Office and Crystal reports, self-motivated, strong leadership skills, adaptability, reliable, punctual, strong ability to multitask under pressure, goal oriented.

Experience:

June 2016-Present City of Orange City, Florida

Utility Billing Supervisor

- Supervise everyday functions within the department
- Implement policies and procedures
- Analyze data and work with multiple reporting programs
- Provide detailed departmental report data for directors
- Resolve customer questions, issues and complaints promptly

Supervises
2-Utility Billing
Clerks
5-Finance

August 2015-June 2016 City of Orange City, Florida

Utility Billing Coordinator

- Assist with supervision of the Utility Billing department
- Create monthly utility statements and reports pertained to the department
- Generate annual billing schedule for the department
- Ensure work quality and adherence to established policies

Deputy
Mayor -
Dep Fin
Director

April 2014-August 2015 City of Holly Hill, Holly Hill, Florida

Utility Billing Clerk III

- Assigned sections of the city to electronically capture reads each month.
- Create, research and complete daily leak and tamper meter reports for billing
- Finalize billing, charges, and send bills each month to citizens
- Conduct daily interface

November 2013-April 2014 City of Holly Hill, Holly Hill, Florida

Utility Billing Clerk II

- Generating bank draft accounts and submitting reports to finance department
- Preparing delinquent notices for past due residents
- Upload meter readings from field staff
- Input approved adjustments of miscellaneous and sewer charges

March 2013- November 2013 City of Holly Hill, Holly Hill, Florida

Utility Billing Clerk I

- Establishing new residential and commercial utility accounts.
- Process payments via mail, online, phone,
- Interacting with citizens with their concerns and inquires about utility services
- Cross-trained as a meter technician to assist in the field when needed

May 2011- March 2013 Florida Power & Light, Daytona Beach, Florida

Field Meter Reader

- Accurately read and record meter readings.
- Manage routes in a timely manner.

Education:

- North Scott Senior High School, 2000-2004, Diploma
- Florida State University, Certified Public Manager Program (CPM), 2018-Present

Professional Recognition:

- 2017-City of Orange City, nominated for employee of the year
- 2016- City of Orange City, received new employee of the year award
- 2014- City of Holly Hill, nominated for employee of the year

Committee Involvement:

- City of Orange City, Health Insurance Committee (2018)
- City of Orange City, Enterprise Resource Planning Committee (ERP) (2018)
- First United Methodist Church of Port Orange, Finance & Facility Committee, (2016-Present)

City of South Daytona Employment Application



**Equal
Opportunity
Employer**



**VETERANS
PREFERENCE**



**Drug Free
Workplace**

JOB APPLICATION INSTRUCTIONS

A. JOB APPLICATION – INSTRUCTIONS

1. Complete all areas of the application and answer all questions.
2. Attach copies of the following to your completed application:
 - a. High School diploma or GED.
 - b. Certificates and/or degrees that are relevant to the position sought.
 - c. Social Security Card and Driver's License
 - d. Any letters or references. Resume may be attached, but are not accepted in lieu of completed application.
3. Complete the Veteran's Preference Claim Form

****NOTE:** All of the above instructions must be followed. Applications will not be processed if incomplete. All educational information must be documented by diploma, transcript, certificate or letter from the educational facility.

B. PROCESSED APPLICATIONS

1. Return completed application to City Hall, 1672 South Ridgewood Avenue, South Daytona, FL. Applications will be reviewed by Human Resources. Any application that is not complete will not be processed.
2. Applications that are complete and meet the minimum requirements for the position sought will remain active for a period of 90 days.

The City of South Daytona does not discriminate in admission, or access to, or treatment of employment in its programs and activities.

Affirmative Action Information

The information in this section is needed to satisfy Federal Equal Employment Opportunity Commission reporting and research requirements. This information is not used to evaluate your application.

Name: Josh McEnany Date: 8/28/12

Check the Following:

☒ Male ☐ Female
☐ White ☐ Black ☐ Hispanic
☐ Asian or Pacific Islander ☐ American Indian or Alaskan Native

SOCIAL SECURITY NUMBER COLLECTION POLICY NOTICE

The City of South Daytona adopts the written statement attached hereto for the collection of social security numbers and such statement to individuals when their social security number is obtained. The City hereby determines that obtaining an individual's social security number for the reasons identified in said statement is either specifically provided by law or is imperative for the city to fulfill its lawful duties and responsibilities.

You are being provided this written policy for one or more of the purposes listed below, per Section 119.071(5), Florida Statutes.

THE CITY OF SOUTH DAYTONA COLLECTS YOUR SOCIAL SECURITY NUMBER FOR THE FOLLOWING PURPOSES:

- CLASSIFICATION OF ACCOUNTS;
- IDENTIFICATION AND VERIFICATION;
- CREDIT WORTHINESS;
- BILLING AND PAYMENTS;
- DATA COLLECTION, RECONCILIATION, AND TRACKING;
- BENEFIT PROCESSING;
- TAX REPORTING;
- NEW UTILITY ACCOUNT APPLICATIONS;
- BANK DRAFT AUTHORIZATIONS;
- VENDOR REGISTRATION APPLICATIONS;
- VOLUNTEER CONTRACTS FOR BACKGROUND CHECKS;
- EMERGENCY TRANSPORT FOR BILLING AND INSURANCE; AND
- POLICE STATEMENTS AND ARRESTS FOR VERIFICATION OF IDENTITY

This written policy was adopted by the City of South Daytona City Council via Resolution NO 08-01 on January 22, 2008, in compliance with Section 119.07(5), Florida Statutes, (2007).

APPLICANT INFORMATION/EDUCATION

McEnany Joshua Michael Privacy Information 8/20/18
 Last Name (Please Print) First Middle Social Security Number Date

Code Enforcement Officer

Present Address: Street City/State Zip Code Phone Number

smac1604@gmail.com
 Email Address

Only U.S. citizens or aliens who have legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your legal right to work in the U.S. and your identity? Yes No

Are you over 18 years of age? Yes No

Position Desired: Utility Billing Supervisor Date Available: Upon Notice Salary Expected: \$60K

School	Print Name, Number, Street, City, State & Zip Code for each School	No of Yrs. Completed	Degree	Major Course Of Study
High School	<u>North Scott Senior High</u> <u>700 N. First St</u> <u>Eldridge Iowa, 52740</u>	<u>4</u>	<u>Diploma</u>	<u>General</u>
College	<u>Davenport State College</u> <u>1200 W. International (Spurway)</u>	<u>1 1/2</u>	<u>A.A</u>	<u>Business</u>
Graduate School				
Trade, Business, or Corres.				
Other				

NOTICE TO APPLICANTS: This employer complies with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

EMPLOYMENT EXPERIENCE

ALL FORMER JOBS (List most recent job first.) Account for all time periods in the last 10 years, including unemployment, self-employment and military service. (Attach separate paper(s), if necessary.)

City of Orange City	06/2016 - present	Devlin Moore
Employer	Dates Employed (From/To)	Immediate Supervisor
205 East Graves Ave, Orange City, 32763		
Address		
Utility billing Supervisor	\$52K	775-5443
Job Title	Hourly Rate/Salary (Starting/Final)	Phone Number
Supervision of Utility billing Department & Staff		
Work Performed		
Still Employed		
Reason for Leaving		

City of Orange City	08/2015 - 06/2016	Devlin Moore
Employer	Dates Employed (From/To)	Immediate Supervisor
205 East Graves Ave, Orange City, 32763		
Address		
Utility billing Coordinator	\$42K	775-5443
Job Title	Hourly Rate/Salary (Starting/Final)	Phone Number
Assist with supervision and everyday duties		
Work Performed		
Promoted		
Reason for Leaving		

City of Holly Hill	04/2014 - 08/2015	Middle William
Employer	Dates Employed (From/To)	Immediate Supervisor
1065 S Ridgewood Ave, Holly Hill, 32117		
Address		
Utility billing Clerk III	\$20K	248-9420
Job Title	Hourly Rate/Salary (Starting/Final)	Phone Number
Responsible for all meter data and preparing statements		
Work Performed		
Quit		
Reason for Leaving		

City of Holly Hill	11/2013-04/2014	Michele Williams
Employer	Dates Employed (From/To) Supervisor	Immediate
1065 Ridgewood Avenue, Holly Hill FL, 32117		
Address		
Utility Billing Clerk II	\$28,000	386-248-9420
Job Title Number	Hourly Rate/Salary (Starting/Final)	Phone
Generating ACH files for the bank for customers enrolled into the program. Reviewing adjustments requests and submitting for approval.		
Work Performed		
promoted		
Reason for Leaving		

Florida Power and Light Company		05/2011-03/2013	Joe Coury		
Employer	Dates Employed (From/To)		Immediate Supervisor		
1037 North Williamson Blvd, Daytona Beach FL, 32119					
Address					
Field Meter Reader	\$35,000	386-252-1541			
Job Title	Hourly Rate/Salary (Starting/Final)		Phone		
Accurately read electric meters and manage routes in a timely manner.					
Work Performed					
Position eliminated					
Reason for Leaving					

APPLICANT QUESTIONNAIRE

Other Skills: List any other job-related skills or qualifications that support your application. _____

*Proficient in Microsoft Office, Crystal Reports, Sensus
Meters, Aquatank Alerting*

Honors Received: *See Resume*

In order to check your work and educational records, should we be made aware of any name changes or assumed name that you previously used? ☐ Yes ☒ No If Yes, identify names and relevant dates.

Have you had prior educational experiences which relates to the job for which you are applying?

☐ Yes ☒ No If Yes, describe: _____

Have you ever been known by any other name? ☐ Yes ☒ No If Yes, provide name(s).

Have you ever been dismissed or forced to resign from any employment? ☐ Yes ☒ No
If Yes, please explain.

Have you ever been disciplined or fired for insubordination? ☐ Yes ☒ No
If Yes, please explain.

Have you ever been disciplined or fired for violating a safety rule? ☐ Yes ☒ No
If Yes, please explain.

Have you ever been disciplined or fired for fighting, assault or similar offenses? ☐ Yes ☒ No
If Yes, please explain.

Have you ever been sued for an intentional tort (such as fraud, assault, battery, etc.)? ☐ Yes ☒ No
If Yes, please explain the nature of the tort or suit and the disposition of the action. (Attach separate paper if necessary.)

APPLICANT QUESTIONNAIRE CONTINUED

Are you now employed? ☒ Yes ☐ No If yes, ☐ Part Time or ☒ Full Time

Are you on a layoff? ☐ Yes ☒ No

Are you subject to recall? ☐ Yes ☒ No

May we contact your present Employer? ☐ Yes ☒ No *(not at this time)*

May we contact your Previous Employers? ☒ Yes ☐ No

As a part of our security checks, we may contact past employment. Is there anything we should know before we contact your past employers?

N/A

CHARACTER REFERENCES:

List three persons not related to you, whom you have known at least one year.

NAME	ADDRESS & PHONE	OCCUPATION
1. <u>Vanessa Gaisor</u>	<u>214-1599</u>	<u>Controller, Stonewood Holdings</u>
2. <u>Jim Mather</u>	<u>566-3980</u>	<u>President, Paytas Homes</u>
3. <u>Aaron Meyer</u>	<u>319-538-7569</u>	<u>Manager</u>

List below any other information or remarks that you wish to have considered as a part of your application for employment.

Thank you for this opportunity

Have you filed an application here before? ☐ Yes ☒ No If Yes, give date: _____

Have you ever been employed here before? ☐ Yes ☒ No If Yes, give dates: _____

Give the names of any relatives employed by the City of South Daytona and the relationship



City of South Daytona Veteran's Preference Claim Form

Name: _____ Position Applied For: _____ Today's date: _____

Branch of Service: _____ Date Entered: _____ Date Discharged: _____

Final Rank: _____ Character of Discharge: _____

I am claiming Veterans' Preference based on the following (please check appropriate response):

1. A disabled Veteran who has served on active duty in any branch of the Armed Forces and who presently has an existing service-connected disability which is compensable under public laws administered by the DVA or is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the DVA and the Department of Defense. You must attach a DD-214 or military discharge papers listing military status, dates of service and character of discharge AND documentation certifying a service connected disability.

2. The spouse of a Veteran: a) who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment; or b) who is missing in action, captured in line of duty by a hostile force, or detained or interned in line of duty by a foreign government or power. You must attach evidence of marriage; AND a statement that you are still married to the Veteran; AND a DD-214 or applicable military discharge papers listing military status, dates of service and character of discharge; AND applicable documentation certifying the Veteran has a service connected disability; AND proof that the disabled Veteran cannot qualify for employment because of the service connected disability; AND IF APPLICABLE, certification that the active duty Veteran is listed as missing in action, captured in the line of duty or forcibly detained or interned in line of duty.

3. A Veteran of any war, who has served at least one day during that war time period as defined in subsection 1.01 (14) or who has been awarded a campaign or expeditionary medal. Active duty for training shall not be allowed for eligibility under this paragraph. You must attach a DD-214 or military discharge papers listing military status, dates of service and character of discharge.

Wartime periods include:

World War II: December 7, 1941 to December 31, 1946

Korean Conflict: June 27, 1950 to January 31, 1955

Vietnam Era: February 28, 1961 to May 7, 1975

Persian Gulf War: August 2, 1990 to January 2, 1992

Operation Enduring Freedom: October 7, 2001 to TBD

Operation Iraqi Freedom: March 19, 2003 to TBD

Operation New Dawn: September 1, 2010 to TBD

4. The unremarried widow or widower of a Veteran who died of a service-connected disability. You must attach evidence of marriage; AND a statement that you remain unmarried; AND certification from the DOD or VA that your spouse died as the result of a service-connected disability.

5. The mother, father, legal guardian, or unremarried widow or widower of a service member who died as a result of military service under combat-related conditions as verified by the U.S. Department of Defense. You must attach certification of your relationship to the Veteran (AND for widows or widowers: that you remain unmarried); AND that the Veteran died while on duty status under combat-related conditions.

6. A Veteran as defined in section 1.01m (14) Florida Statutes. "Active Duty for Training" may not be allowed under this paragraph. The term "Veteran" is defined as a person who served in the active military, naval, or air service and who was discharged or released therefrom under honorable conditions only or who later received an upgraded discharge under honorable conditions. You must attach a DD-214 or military discharge papers listing military status, dates of service, and character of discharge.

7. A current member of any reserve component of the U.S. Armed Forces or the Florida National Guard. You must attach a letter from your Commanding Officer stating the dates of your military service to establish that you are currently active.

NOTE: Under Florida law, preference in appointment shall be given to those persons included in category 1 above, then second to 2-5, and then third to 6-7. If an applicant claiming Veterans' preference for a vacant position is not selected, he/she may file a complaint with the Department of Veterans' Affairs, P.O. Box 31003, St. Petersburg, FL 33731. Complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within three months of the date the application is filed with the employer if no notice is given.

APPLICANT'S STATEMENT

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give the Employer permission to contact schools, previous employers, references, and others, and hereby release the Employer from any liability as a result of such contact. I understand that misrepresentations, omissions of facts or incomplete information provided in this application may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts in this application will be cause for dismissal at any time without any previous notice.

Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or Employer policies, conformity to our work rules, job performance, etc. And of course, employees may elect to leave on their own accord to seek other jobs.

I understand that no oral promise, Employer policy, custom, business practice or other procedure including the Employer's personnel manuals constitutes an employment contract.

The contents of any Employer policies and practices, are subject to change or modification by the Employer, solely at its discretion, without notice. I also understand that no supervisor or other official of the Employer (except its Chief Executive Officer, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.

We conduct our business with the highest possible degree of safety and efficiency. Because of this, the Employer may require applicants for employment to undergo blood and/or urinalysis screening for drug/nicotine or alcohol use as part of our pre-placement physical examination. In addition, all employees of the Employer are subject to blood tests or urinalysis screening for drug or alcohol use.

Signature

Date

The forgoing instrument was acknowledged before me this _____ (Date)

By _____ (Name)

The Employer is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability or marital status. We assure you that your opportunity for employment with this Employer depends solely upon your qualifications.

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
Code Enforcement Officer	Information Exempt: Home Address, Telephone Number, Date of Birth, and Photographs. Section 119.071(4)(d)2.i.	1, 6
Privacy Information		6