



JOB DESCRIPTION

POSITION TITLE: Code Enforcement Officer
DEPARTMENT: Administration
REPORTS TO: Town Manager
EMPLOYMENT CLASSIFICATION: Exempt / Part Time
SALARY RANGE: \$25.00 - \$30.00/hour DOQ

GENERAL DESCRIPTION:

Performs specialized, complaint driven as well as proactive, field and office work investigating and enforcing Town codes and ordinances dealing with the natural, residential, home occupations, and similar aspects of the Town. Investigates complaints or self-identified regulatory violations, verifies compliance or non-compliance, drafts and delivers courtesy warning notices and notices of violation; provides assistance and education to the public on ordinance compliance requirements; assists in the preparation and presentation of cases before the Town's Special Magistrate.

ESSENTIAL FUNCTIONS (KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS):

- Receives citizen complaints either directly or through the Clerk's Office;
- Inspects lots and acreage, researches and locates property by legal description, verifies compliance with ordinances, advises owner of non-compliance and correction process, and establishes legal ownership of property;
- Coordinates re-inspection of properties to ensure violation correction;
- Analyzes structural and related components of existing dwellings, investigates complaints, prepares reports, and (in cooperation as needed with the Town's Building Official) makes recommendations;
- Prepares and delivers notices of violations conveying fines and appears in court or quasi-judicial proceedings as a witness;
- Gathers information from various sources to aid in cost analysis on rehabilitation feasibility of condemned dwellings;
- Investigates and documents potentially illegal noise sources, using where required noise monitoring equipment, advises property owners of potential noise source violations and methods of correcting point source noise, and enforces compliance or non-compliance;
- Enforces, coordinating as needed with the Town's Zoning Official/Town Planner, zoning regulations, identifies regulations violated, notifies owners, and verifies compliance or non-compliance;
- Enforces home-based business and vacation rental regulations;
- Enforces lot clearing ordinances, locates overgrown or debris-ridden lots, estimates amount of trash, calculates square footage to be mowed, documents findings, and coordinates with owners or private contractors hired by the Town to clear land;
- Investigates illegal dumping and the accumulation of trash, used materials, abandoned or inoperative vehicles, and discarded appliances;

- Periodically provides educational presentations for Town residents on code enforcement issues, provides technical assistance and information regarding code violation problems, prepares inspection reports and violation case files;
- Makes violation determinations free of political influence and recommends appropriate actions to be taken;
- Interfaces with the Town's law enforcement officers and attends community events, meetings, or hearings;
- Performs other related job duties as assigned.

ENVIRONMENTAL CONDITIONS:

- Work is performed in a dynamic environment in which the Town may from time to time require enforcement priorities related to differing enforcement and quality of life goals of the Commission and residents.
- Most work is performed in a vehicle or on foot, either on paved surfaces or on the Town's beach/waterfront areas.
- Work is performed independently, with the Code Enforcement Officer exercising judgment and discretion based on the goal of gaining voluntary compliance with Town codes through positive resident/owner/visitor interactions, where formal enforcement measures are the last option to gain compliance.

MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Education and Experience:

- Five (5) years of experience in regulatory compliance and enforcement, law enforcement, or a related field; or a Bachelor's degree with course work in law enforcement, criminal justice, natural sciences, public administration, or a related field.
- One (1) year of experience as to the fields described above, or an equivalent combination of education, training, and/or experience may be accepted.

Special Qualifications (may be dependent on area(s) of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any
- Assignment to work a variety of work schedules including required evening and weekend shifts, and work related to any special, emergency, and/or disaster events within the Town
- Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement. If certification is not already held at time of hire, it shall be obtained within the time agreed to by the candidate and Town).
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Ability to use computers and software and to conduct online research related to property ownership;
- Must maintain a working knowledge of the Town's codes and enforcement procedures, as well as the constitutional rules related to places where code officers may lawfully go while investigating potential violations;
- Ability to conduct field inspections, determine facts through investigation, and read legal descriptions, maps, and construction drawings;
- Ability to develop investigatory information including photographs, witness statements, and written reports;
- Ability to effectively communicate and interact professionally, clearly, and calmly with violators, Town officials, and the general public, and to enforce regulations firmly, tactfully, consistently, impartially, and free from political influence or personal motivations.

ESSENTIAL PHYSICAL REQUIREMENTS AND TASKS:

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Finger use: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over the telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Emotional pressure: Ability to maintain a calm demeanor even in the face of citizens who may be expressing negative attitudes or who may be being confrontational related to the investigation of violations or enforcement measures related to code violations. The ability to recognize escalating confrontations and to defuse and deescalate such situations is important.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

NOTE: *This job description is provided as an outline and resource in describing the duties and responsibilities of the Part-Time Code Enforcement Officer and is not intended to be an exhaustive list of the activities, duties and responsibilities that may be required of the position.*

Last revised: August 31, 2026