



# Town of Melbourne Beach

## POSITION: CODE COMPLIANCE OFFICER

**JOB SUMMARY: Full Time Position.** Under general supervision, ensures compliance with the Town of Melbourne Beach Code of Ordinances and Land Development Code including Vacation Rentals. The Code Compliance officer will conduct investigations and inspections to enforce local ordinances (zoning, property maintenance, health, safety) through field work, public interaction, and documentation to ensure properties meet legal standards, balancing enforcement with education and due process. Key duties include responding to complaints, conducting re-inspections, maintaining records, preparing reports, and potentially testifying in legal settings. Requires strong communication, attention to detail, and knowledge of complex regulations including knowledge of Florida Statute Chapter 162 County or Municipal Code Enforcement.

### ESSENTIAL JOB FUNCTIONS:

- Initiates, investigates and follows up on complaints of code compliance and land development including overgrowth, signs, solid waste, tree removal, short term rentals and zoning issues.
- Collaborates and supports investigations involving other departments when necessary, including fire safety and building dept.
- Determines and recommends resolution of the issues involved.
- Investigates, prepares and presents cases to Special Magistrate in accordance with FS 162.
- Act as a liaison, educating residents/businesses, mediating disputes, and responding to inquiries with tact.
- Performs re-inspections before and after code hearings to ascertain compliance
- Maintains accurate and detailed files and records of code enforcement activity, prepares periodic reports and documentation for hearings.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)*

### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable zoning, land use, property maintenance, municipal codes and state statutes
- Strong verbal skills for public interaction and written skills for reports Knowledge of standard office practices and procedures including the proper use of computers and standard office equipment

- Ability to interpret development plans, site plans, and research property ownership, to apply regulations. Ability to identify deviations from the approved plans and Town regulations through a site inspection
- Ability to enforce the Town Code firmly, tactfully and impartially; exercising independent judgment
- Ability to keep detailed case records and reports in connection with all Code compliance activities
- Ability to present code violation cases to the Special Magistrate
- Ability to establish and maintain effective working relationships with supervisors, co-workers, applicants, and others involved in land development and the general public
- Ability to communicate effectively, both orally and in writing
- Ability to perform field work in various conditions, potentially involving lifting or climbing.

**SUPERVISORY CONTROLS:** The Town Manager will assign work in terms of general instructions. The work is reviewed in progress and upon completion for accuracy and the nature and propriety of the final results. This position shall be employed and terminated at the discretion of the Town Manager.

**GUIDELINES:** Include Town Charter and Town Ordinances, departmental policies and procedures and supervisory instructions. These guidelines are clear and specific but may require some interpretation in application.

**PHYSICAL DEMANDS:** The work is typically performed with the employee sitting, standing, or walking. The employee must occasionally lift objects up to 50 pounds.

**WORK ENVIRONMENT:** Work is often performed in an outdoor setting with exposure to extreme weather conditions and potential physical harm. While performing the duties of this job, the employee regularly works in outside weather conditions, walking on uneven surfaces, grass, unpaved areas, wet or slick surface, muddy areas, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes, vibration, dust, pollen, airborne particles, rain, traffic hazards, bright/dim light and temperature extremes. The noise level in the work environment is generally quite while in the office, and moderately noisy to loud when in the field.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITIES:** None.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience**

- High School diploma or equivalent and (1) year related experience involving inspections and public contact; preferably in municipal code enforcement, and/or an equivalent combination of training and experience.

##### **Licenses, Certifications or Registrations**

- Possession of a valid Florida Driver's License.
- Prefer Florida Association of Code Enforcement (FACE) Level 1 certification, or ability to obtain within one year of hire date.