

Code Compliance Officer

Job Status

Open - open and accepting applications

Job Reference Number

2024-01

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HOURLY SALARY: \$19.24 DOQ

FULL-TIME, NON-EXEMPT POSITION

OFFICE HOURS: Mondays – Fridays, 8:00 a.m. to 5:00 p.m. *(with emergency after hours work being required as well)*

APPLICATION DEADLINE: Open until filled

SUMMARY:

This professional will strive toward consistent and fair application of Village codes and ordinances, and other applicable ordinances or rules; serve to educate and gain voluntary code compliance; however; they will initiate enforcement procedures when warranted, thus protecting and enhancing property values and improving the Village’s attractiveness; and, apply expertise and talents interpreting zoning, building, and other codes and rules while practicing outstanding communication and courteous customer service.

The position is jointly supervised by the Village Manager and the Community Development Director. Performance is evaluated by observing results obtained and adherence to policies and procedures, work in progress, written reports, and management of diverse and fast-paced, dynamic tasks and priorities.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position:

- Depending on the division of labor among staff, this position may be called upon to inspect or observe conditions of construction and architecture, landscaping or hardscaping, fences, utilities, and other features of the built environment, stormwater, or

preservation/mitigation areas; however, duties are distinctly different than building inspectors.

- Duties may involve inspecting/observing all types and intensity of land uses, from recreational, preservation, residential, commercial, and industrial.
- Maintain databases for tracking information for reporting purposes.
- May be required to supervise subcontractors for various professional services or vendor contracts.
- May contribute to preparing annual budget requests for resources such as equipment or staff/contractors.
- May be required to participate in task force operations with law enforcement officers.
- Notifies supervisor or Building Official of possible zoning or permitting issues.
- May assist with licensing and permitting duties and perform other related duties as required.
- The position is considered essential and may be required to report to work before, during, and immediately after an emergency.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience Guidelines:

- High school diploma or equivalent; college coursework or an associate degree in a related field are preferred. Familiarity with the codes of the International Code Council (ICC) is highly preferred.
- Two (2) years of experience in construction, landscape design and/or installation and maintenance, building inspection or estimating, zoning code drafting and/or interpretation. Previous local government experience is highly preferred.
- Possession of a valid Florida driver's license and a safe driving record. Bilingualism in the Spanish language is preferred, but not required. Must be able to obtain Level I certification or Fundamentals of Code Enforcement from the Florida Association of Code Enforcement within one (1) year.
- Must not have lost any driving privileges by reason of revocation, suspension, or denial of license, or have been convicted and/or had an adjudication withheld of three (3) or more moving violations. Must not have had more than one (1) DUI (Driving Under the Influence-conviction or adjudication withheld- in Florida or any other state within the past ten (10)

years.

APPLICATION PROCESS:

Interested persons should submit an employment application located at the bottom of this page to **[jnorris \[at\] indiantownfl.gov](mailto:jnorris[at]indiantownfl.gov)**.

Indiantown Village is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, marital status, family status, or sexual orientation in employment or the provision of services.

Supporting Documents

Job Description 240.79 KB

Village of Indiantown Employment Application 850.08 KB

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