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## Town of Fort Myers Beach Job Description

**POSITION:** Code Compliance Officer

**DEPARTMENT:** Community Development

**SUMMARY:**

Responsible work in conducting field inspections to ensure compliance with the Land Development Code, the Florida Building Code and local ordinances. The code compliance officer prepares reports, investigates complaints of violations and prosecutes violations as necessary; provides information regarding investigations, violations and enforcement actions; and exercises independent judgment and discretion when determining approaches to achieving compliance. Reports to and works under the direct supervision of the Director of the Department of Community Development.

**ESSENTIAL JOB FUNCTIONS**

- Makes independent decisions regarding the interpretation of building codes, the scheduling of inspections, and approval or rejection of site inspections.
- Meets with public and community groups to provide information on code compliance procedures.
- Discusses enforcement procedures and violations with the general public.
- Prepares compliance cases for hearing before the Code Enforcement Special Magistrate or County Court.
- Responsible for protecting the safety and general welfare of residents and visitors to the Town by inspecting and determining any needed repairs to buildings and structures.

(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 duties as required.)

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- Graduation from high school and five years experience in general construction, building inspection, code compliance or related field. Eligibility for certification as a Building Inspector. Possession of a valid Florida Class "E" Driver's License with an acceptable driving record is required.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

- Use of mathematical calculations to check for proper code compliance.
- Knowledge of current terminology.
- Knowledge of the Town's comprehensive plan, local development codes, local ordinances and permitting process.
- Ability to read and interpret building and development plans, specifications and legal documents; and identify deviations from the requirements of regulations.
- Ability to prioritize attention to detail, multi-task and quickly adjust proprieties to meet dynamic needs.
- Ability to meet and work with the general public and to explain codes, regulations, policies and achieve compliance tactfully and impartially.
- Excellent verbal and written communication skills.
- High level interpersonal and cognitive skills and technical knowledge.
- Proficient in computer software, word processing, spreadsheets, etc., experience with CRW Trakt® Workflow Management Software preferred.
- Must be willing and able to become code enforcement certified to the satisfaction of the Director in a reasonable period of time following commencement of employment.
- Must obtain FACE, ICC certification as directed.

**PHYSICAL/ENVIRONMENTAL DEMANDS**

- Work is performed inside in an office environment and outside under varying weather conditions.
- Possess sight/hearing senses, or use of prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

***All applicants should submit a cover letter, resume, and completed Town application by post or in person to:***

***Town of Fort Myers Beach  
ATTN: Walter Fluegel  
2523 Estero Boulevard  
Fort Myers Beach, FL 33931***