Job Classification: Part-time Code Enforcement Officer
Department: Administration
Reports To: Assistant County Manager
FLSA Status: Non-Exempt

POSITION SUMMARY

Under the direction of the County Management, the Part-time Code Enforcement Officer is responsible for enforcing applicable county codes, ordinances, regulations, and related requirements. The position conducts inspections, investigates complaints, documents potential violations, communicates with property owners and the public, and works to obtain voluntary compliance in accordance with county policies and applicable laws.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Receives, investigates, and responds to complaints concerning potential violations of county codes, ordinances, and regulations.
- Conducts inspections of properties and locations to identify possible code violations.
- Documents violations through inspection reports, photographs, written notices, and other appropriate records.
- Issues notices of violation, courtesy notices, correction notices, and other enforcement correspondence as authorized.
- Communicates professionally with property owners, tenants, contractors, businesses, and members of the public regarding code requirements and compliance procedures.
- Explains applicable county codes, ordinances, regulations, and corrective actions required to achieve compliance.
- Monitors properties and cases to determine whether violations have been corrected within established timeframes.
- Maintains accurate and organized case files, inspection records, photographs, correspondence, and other enforcement documentation.
- Coordinates with county departments, law enforcement, and other agencies when necessary to address code enforcement matters.
- Prepares documentation and may provide testimony or other information for code enforcement hearings, administrative proceedings, or legal matters.
- Performs follow-up inspections and enforcement activities as authorized and appropriate.
- Maintains confidentiality of sensitive information and follows applicable public records requirements.
- Performs field inspections in a professional, impartial, and consistent manner.
- Follows county policies, safety procedures, applicable laws, and established code enforcement practices.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS & REQUIRED SKILLS

Education & Experience: High school diploma or equivalent required. Previous experience in code enforcement, inspections, local government, building construction, property maintenance, zoning, land use, or a related field is preferred. Any equivalent combination of education, training, and experience may be considered.

Licensure: A valid Florida Driver's License is required. Code enforcement certification through the State of Florida, or the ability to obtain required certification within an established timeframe, is preferred.

Technical Knowledge: Knowledge of or ability to learn applicable county ordinances, codes, regulations, inspection procedures, and enforcement processes. Ability to conduct field inspections, identify potential violations, prepare accurate reports, maintain case documentation, and use standard office technology and equipment.

Interpersonal Skills: Must demonstrate sound judgment, professionalism, tact, and impartiality when dealing with property owners, businesses, contractors, and members of the public. Ability to communicate clearly, explain requirements, handle difficult or sensitive situations professionally, and maintain effective working relationships with county staff and outside agencies.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed both in an office environment and in the field at residential, commercial, public, and other properties throughout the county. The position requires frequent walking, standing, bending, reaching, and navigating uneven or undeveloped terrain. Duties may involve exposure to outdoor weather conditions, construction areas, vacant properties, animals, insects, dust, vegetation, and other routine field conditions. The position requires the ability to operate a motor vehicle and may require lifting or carrying inspection materials and equipment. Reasonable accommodation may be provided in accordance with applicable law.

The position is part-time, with work hours scheduled based on county needs. Occasional evening or weekend work may be required for inspections, meetings, hearings, or other code enforcement activities.

COMPENSATION

Hourly Pay Range: $20-$30/hour DOQ

Jefferson County is an Equal Opportunity Employer.