



TOWN OF HIGHLAND BEACH, FLORIDA

CODE COMPLIANCE SPECIALIST

The Town of Highland Beach is seeking a motivated and qualified professional to fill the full-time position of Code Compliance Specialist, who performs responsible technical work to ensure compliance with Town's Code of Ordinances and State standards. Conducts field inspections and investigates related complaints. Work is performed under supervision of the immediate Supervisor, and requires strong communication skills and the ability to exercise a considerable degree of independent judgement.

General duties include the following:

- Performs daily inspections of residential properties to ensure conformance with Town's Code of Ordinances.
- Investigates complaints regarding code issues that may include violations, determines their validity and initiates notices of violations/citations for violations.
- Enforce applicable sections of the Land Development Regulations, Housing Codes and Code of Ordinances through inspection and review activities.
- Interviews property owners, tenants and complainants, recommends measures for addressing code issues and/or correcting violations.
- Present accurate and complete cases to the Special Magistrate or Code Enforcement Board.
- Testify at Code Enforcement Board Hearings and follow-up on Code Enforcement Orders.
- Prepare and present reports and maintain records, written and computer based.

Applicant must possess a Level I certification and a valid Florida Driver's License with a good driving record. Position requires a high school diploma and two years progressively responsible field experience in municipal code enforcement. The starting salary is \$38,639.00, DOQ.

The Town of Highland Beach is an Equal Opportunity Employer, a Drug Free Work Place, and provides full benefits. Submit cover letter, resume and application to:

Lanelda Gaskins, Town Clerk
Town of Highland Beach
3614 S. Ocean Boulevard
Highland Beach, FL 33487
or via email at lgaskins@highlandbeach.us

Deadline: June 30, 2017 or until filled.