



Town of Melbourne Beach

Town of Melbourne Beach Employment Opportunities:

POSITION: **Code Enforcement Officer for Short Term Rentals**

Part Time Position. Under general supervisions, ensures compliance with City codes pertaining to short term rentals, building permits, land use, land development, overgrowth, signs, solid waste, tree removal, and zoning through field inspections, notice of violations, and notice of hearing; and performs related duties as assigned. **1 year Code Enforcement Officer or Similar Experience Required.**

- Initiates, investigates and follows up on complaints of building permits, land use, land development, overgrowth, signs, solid waste, tree removal, and zoning issues.
- Determines and recommends resolution of the issues involved.
- Investigates, prepares and presents cases to code enforcement Special Magistrate
- Researches legal descriptions of properties; submits notice of violations to property owners.
- Meets with property owners and residents and explains code compliance requirements
- Performs re-inspections before and after code hearings to ascertain compliance
- Maintains accurate and detailed records of code enforcement activity and prepares periodic reports.
- Knowledge of applicable planning and zoning, codes, and regulations
- Knowledge of standard office practices and procedures including the proper use of computers and standard office equipment
- Ability to read and interpret development plans, site plans and plan specifications
- Ability to identify deviations from the approved plans and City regulations through a site inspection
- Ability to enforce the City Code firmly, tactfully and impartially

Schedule: Minimum 4 hour shift, 20 hours a week, weekend availability.

This position is open until filled, Qualified Applicants Only Please.

507 OCEAN AVENUE, MELBOURNE BEACH, FL 32951-2523
(321) 724-5860 ♦ FAX: (321) 984-8994 ♦ www.melbournebeachfl.org

Applicants must submit a completed employment application for the Town of Melbourne Beach, a detailed resume, salary history, and the names and contact information of three work-related references to:

Town of Melbourne Beach
ATTN: Jennifer Kerr, Finance Manager
507 Ocean Ave, Melbourne Beach, FL 32951
Finance@melbournebeachfl.org

Employment applications may be obtained at: www.melbournebeachfl.org
or in person at: 507 Ocean Avenue, Melbourne Beach, Florida.

Equal Opportunity Employer and a Drug Free Workplace