

Town of Fort Myers Beach Job Description

Position: Code, Beach and Street Enforcement Officer

Department: Code Enforcement

POSITION SUMMARY

The Code Compliance/Beach and Street Enforcement (BASE) Officer is responsible for conducting field inspections to ensure compliance with the Town's codes. The officer receives and investigates complaints, which involves educating the public regarding the Town's codes and compliance while also conducting patrol on the beach and parking accesses for beach and parking violations. The officer will be responsible for issuing parking citations. However, the officer's ultimate goal regarding code violations is compliance.

ESSENTIAL JOB FUNCTIONS

- Be a courteous, effective ambassador of the Town's codes.
- Work with the public to obtain compliance regarding code violations.
- Issue parking citations.
- Ability to learn and comprehend Town codes.
- Prepare and present matters for uncompliant violators for the Special Magistrate hearing.
- Assist as directed in response to emergency situations.
- Ability to learn code enforcement software.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

Must be a United States citizen or eligible to work in the United States;

Must have a high school diploma or equivalent;

Must possess a valid Florida driver's license;

Must successfully pass a background check and drug & alcohol test;

Ability to speak clearly and persuasively in positive or negative situations;

Ability to establish and maintain working relationships with Town staff, residents, and business owners;

Ability to operate necessary equipment, including radios, Town vehicle and beach all-terrain vehicle;

Must be extremely detail oriented;

High level interpersonal and cognitive skills.

WORK HOURS/PHYSICAL REQUIREMENTS

- This position is part-time, no more than 30 hours per week.
- Ability to work outdoor in adverse weather conditions, including heat, cold, rain, and severe weather.
- May be required to work hours other than regularly scheduled hours depending on special events and emergency situations.

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