

City of Belle Glade, Florida

Employment Opportunity

Position Title: Code Enforcement Officer



Department: Planning & Zoning
Job Type: Full-Time
Salary: \$20.00 Hourly
Application Period: Open Until Filled

Submit the application to the ***Human Resources Department***

JOB BULLETIN

GENERAL DESCRIPTION

Enforces compliance with building codes, zoning regulations, and related ordinances. Responsibilities include conducting inspections, investigating complaints, identifying violations, and taking appropriate enforcement actions. Provides information to the public and maintains accurate records. Works under general supervision with independence in organizing tasks and work methods.

ESSENTIAL FUNCTIONS

- Inspect properties for code compliance
 - Investigate complaints and document violations
 - Issue notices, warnings, or citations
 - Maintain records and reports
 - Assist the public with code-related inquiries
 - Follow up on unresolved violations
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MINIMUM QUALIFICATIONS

- High school diploma or equivalent
 - Experience in code enforcement, construction, or related field preferred
 - Valid driver's license
 - Certification or ability to obtain certification within 6 months
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WORK ENVIRONMENT

A combination of office and fieldwork may involve outdoor conditions and site inspections.