



CITY OF BROOKSVILLE JOB DESCRIPTION

POSITION TITLE: Code Enforcement Officer
DEPARTMENT: Community Development
DIVISION:
SUPERVISED BY: Community Development Director

JOB SUMMARY/OVERVIEW OF THE POSITION:

The Code Enforcement Officer is responsible for ensuring compliance with municipal codes, ordinances, and regulations through field inspections, investigations, and administrative support. This role involves a balanced combination of fieldwork (conducting inspections, investigating complaints, and interacting with the public) and office work (documentation, reporting, and case management). Field Work (75%) – Conduct inspections, investigate complaints, issue notices of violation, perform follow-ups, and attend hearings or site visits. Office Work (25%) – Prepare reports, maintain case files, draft correspondence, respond to inquiries, and provide administrative support to code enforcement processes. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Conduct field inspections of residential, commercial, and public properties to ensure compliance with City codes and ordinances.
- Investigate complaints, document findings, and initiate enforcement actions where appropriate.
- Issue warnings, citations, and notices of violation in accordance with City procedures.
- Prepare and maintain accurate case records, reports, and documentation for legal or administrative proceedings.
- Provide accurate reporting and data as it relates to the position.
- Attend hearings, meetings, and public presentations as needed.
- Provide information, assistance, and education to property owners, businesses, and residents regarding compliance requirements.
- Collaborate with other City departments, agencies, and contractors on enforcement-related matters.
- Support office operations by maintaining records, responding to public inquiries, and assisting with reporting.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of municipal codes, ordinances, and zoning regulations.
- Knowledge of investigative techniques and evidence documentation.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and ability to use web-based and permitting software.
- Ability to work independently, exercise sound judgment, and manage multiple cases simultaneously.
- Strong written and verbal communication skills, including the ability to prepare clear, accurate reports.

- Skill in dealing effectively and courteously with the public, including conflict resolution and customer service.
- Ability to maintain confidentiality and professionalism.
- Ability to establish effective working relationships with coworkers, supervisors, and other agencies.
- Ability to safely operate a motor vehicle; must be insurable by the City's carrier.
- Ability to establish and maintain effective working relationships with staff, contractors, and the public.
- Fluency in English and Spanish (spoken and written) preferred.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs.

Education and Experience:

- High school diploma or GED equivalency certificate as issued by a State Board of Education required.
- Associate's Degree in a related field (code enforcement, construction, land use, etc.) may substitute for one (1) year of experience.
- Two (2) or more years of full-time experience in code enforcement, building, construction, zoning, fire inspection, law enforcement, or a closely related field required.

Licenses and Certifications:

- Valid Florida Driver's License, with acceptable driving record and insurability.
- Certification in Fundamentals of Code Enforcement (Florida Association of Code Enforcement) required within 12 months of employment.
- Certification in Legal Issues in Code Enforcement required within 24 months of employment.
- Florida State certification as a Parking Enforcement Specialist required within 12 months of appointment.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE