



JOB OPENING

PT Code Compliance Officer

Salary Range: \$23.00 - \$28.00 per hour

Contracted Position

Closing Date: Open Until Filled

Reports to: Chief Code Compliance Supervisor

Summary

The Town of Miami Lakes is accepting applications for a part-time Code Compliance Officer. The selected candidate will be responsible for enforcing the Town Code, the Miami-Dade County Code, the Florida Building Code as specified in Chapter 162, Florida Statutes. This is a contracted position and does not include benefits.

Duties:

- Must be available to work nights and weekends, with the flexibility to work additional days as needed based on departmental needs.
- May be required to attend code compliance hearings on behalf of the Town. He/she shall attend Town Council meetings, zoning meetings, and other meetings or events, as may be required by the Town Manager.
- Review and investigate complaints received from public officials, residents, and the general public as they relate to land development or other code violations.
- Perform work which involves providing zoning information, conducting field inspections for code compliance, business tax receipts, issuing warnings, issuing citations, referring to zoning maps and plats, researching property legal information and testifying at hearings relating to violations or citations.
- Coordinate the preparation of case files for Special Master Hearings, the preparation of liens, and all necessary correspondence to property owners prior to the demolition of a property.
- Assist in the Town's preparation for and response to natural disasters.
- Perform other related duties, as assigned.

Minimum Requirements:

High school diploma, or equivalent, with a minimum of one year experience in the area of code compliance and enforcement or other investigatory capacity. Completion of Level I certification through Florida Association of Code Enforcement (F.A.C.E.) or equivalent. Familiarity with the Florida Building Codes preferred. Ability to work weekends, evening and overnight hours. Availability to work 20-30 hours per week. Must have reliable transportation and proof of automobile insurance. Note: THIS IS A CONTRACTED POSITION AND OFFERS NO BENEFITS.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email:

Jobs@miamilakes-fl.gov Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 06/12/2025