

Position: Code Enforcement Officer

Salary: \$25.00/hour

Location: Spruce Pine, NC

Job Type: Part-time (as needed, not to exceed 1000 hours/year)

Department: Administration

Description

We are seeking a dedicated and self-driven professional to undertake technical responsibilities in the administration and enforcement of municipal codes. The Code Enforcement Officer plays a crucial role in ensuring adherence to the Town Code and Zoning Ordinance, addressing violations related to properties and public nuisances.

Key Responsibilities

This role is characterized by a combination of technical knowledge and strong communication skills, requiring substantial engagement with the community to promote compliance and address code infractions. The responsibilities include:

- Conducting field inspections and follow-up assessments to ensure compliance with municipal regulations.
- Responding to public inquiries and complaints; investigating and resolving issues related to junked and abandoned vehicles, abandoned properties, overgrown vegetation, and other nuisances; coordinating with various agencies and departments throughout the enforcement process; preparing and issuing violation notices and citations.
- Collaborating with administration and legal counsel to evaluate penalties and initiate abatement procedures as necessary.
- Engaging with community members, business owners, and neighborhood groups to foster understanding and cooperation regarding code enforcement initiatives.

Additionally, the Code Enforcement Officer will:

- Issue warnings and take appropriate measures when properties fail to meet established standards.
- Maintain accurate records and documentation; prepare reports and assist with entry-level planning tasks.
- Perform other related duties as assigned.

Qualifications

Applicants should possess a general understanding of zoning regulations. The ability to identify compliance issues is essential. Candidates must demonstrate proficiency in establishing effective working relationships with property owners.

Minimum qualifications include a high school diploma or GED, along with relevant experience in planning, code enforcement, or related fields. Experience in roles such as Building Code Official or Zoning Code Official is advantageous. Possession of a valid driver's license in the State of North Carolina is required.

Physical Requirements

This position may require occasional physical exertion and involves regular communication, standing, and walking. The role necessitates visual inspection capabilities and the ability to operate vehicles or equipment while being exposed to outdoor weather conditions.