



DIRECTOR OF LAND MANAGEMENT

Post Office Box 45 Spencer, NC 28159-0045
704.633.2231 Ext. 28 Ofc.
704.633.3837 Fax
<http://www.ci.spencer.nc.us>

CODE ENFORCEMENT OFFICER (Full-Time)

The Town of Spencer is seeking a motivated self-starter with a strong work ethic, strong written/oral communication skills, self-confidence, and the ability to interpret, enforce, and issue administrative legal processes of relevant town ordinances with tact and courtesy.

Under the general supervision of the Director of Land Management, must have the ability to establish and maintain effective working relationship with associates and the general public in assisting to administer the Town's code enforcement program.

Performs initial review of complaints regarding minimum housing, zoning, public nuisances, historic preservation, commercial maintenance, and environmental code violations and verifies compliance with orders. Additionally, duties include but are not limited to overseeing abatement; researching property demographics and ownership; communicating with businesses and community groups; patrolling the town to ensure code compliance; providing information to citizens regarding town codes and ordinances; performing administrative duties, field work, case management, issuing civil penalties, posting properties, and record keeping.

Essential Job Functions:

The following list is representative, but no all-inclusive, of typical duties, tasks, and responsibilities for this position.

- Enforces the Town's public nuisance ordinances;
- Enforces the Town's minimum housing standards;
- Enforces the Town's commercial maintenance code;
- Enforces the Town's junked car ordinances;
- Performs inspections of residential and commercial property to determine compliance with applicable laws and ordinances;
- Assists with the enforcement of historic district regulations;
- Assists with the enforcement of the Town's zoning ordinances, sign ordinances, and subdivision regulations;
- Prepares violation notices, search warrants, affidavits, and other legal documents;
- May testify in court;
- Operates a personal computer using a wide variety of software applications;
- Operates a light truck or automobile;
- Performs all other duties as required.



Job related physical activity requirements:

Position involves work requiring the employee to exert up to 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, reaching, kneeling, crouching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and hearing. Sufficient visual acuity is required to prepare reports, use measurement devices, and use a computer. An employee in this position will be exposed to indoor and outdoor environmental conditions.

Required knowledge, skills and abilities:

Considerable knowledge of building construction, and state inspection codes and laws; ability to interpret and enforce North Carolina building, plumbing, mechanical, and electrical codes and Spencer's Minimum Housing Code and Public Nuisance laws; ability to monitor building inspection activities, perform follow-up inspections, maintain inspection records and conduct hearings for minimum housing code violations; ability to express ideas and thoughts effectively both orally and in writing; ability to establish and maintain effective working relationships with other town officials, employees and the public.

Acceptable experience and training:

- Graduation from high school or equivalent.
- Must possess a valid North Carolina Driver's License.
- An equivalent combination of training, education, and experience.

Closing Date: Open Until Filled
Salary Range: \$27,000 - \$30,000

Submit application and resume to Land Management Director, Town of Spencer, P.O. Box 45, Spencer, NC 28159-0045. For more information, visit www.ci.spencer.nc.us/jobs. Spencer is an EOE.