



The Daffodil Town

TOWN OF FREMONT

PART-TIME CODE ENFORCEMENT OFFICER

SALARY: \$20 - \$25/Hr. (\$20,800 - \$26,000/yr.)

LOCATION: Fremont, NC

JOB TYPE: Part-Time

JOB NUMBER: TBD

DEPARTMENT: Administration

OPENING DATE: October 17, 2024

CLOSING DATE: November 15, 2024, 12 Noon

JOB DESCRIPTION

The Town of Fremont is a vibrant community located in northeastern Wayne County. We are seeking a detail-oriented, knowledgeable, initiative-taker for the position of Part-Time Code Enforcement Officer. This position performs a variety of technical, clerical, and administrative tasks with an emphasis on enforcement of land use, zoning, signage, minimum housing, and nuisance ordinances. The individual selected to fill this position will work up to 20 hours per week.

EXAMPLES OF DUTIES

- Conducts proactive code enforcement operations within the Town to identify signage, minimum housing, junk, and nuisance ordinance violations within chapters such as but not limited to streets and sidewalks, abandoned/junked vehicles, animals, health and sanitation, peddlers, solicitors, and itinerant merchants, home occupations, etc.



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- Responds to complaints regarding signage, minimum housing, junk, and nuisance violations while suggesting corrective actions or facilitating solutions.
- Works with the Police Department, Public Works Department, Town Administrator, Town Attorney, and contractors to identify problem areas, effect an enforcement strategy, or to mitigate violations when necessary.
- Provides information to the public regarding code enforcement and application procedures.
- Maintains a database of code enforcement cases, activities, and projects.
- Reads and interprets municipal ordinance and regulations.
- Prepares statistical data, correspondence, reports, charts, diagrams, and other special projects.
- Assists in the development of new policies, procedures, and ordinances as needed.
- Performs other duties as required.

QUALIFICATIONS

Education

Minimum: High School Graduate with some college or university classes in urban planning or equivalent.

Preferred: Graduation from an accredited college or university with an associate's degree in urban planning or a closely related field.

Minimum Experience: Some experience in planning, code enforcement, law enforcement, building inspections or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Preferred Experience: A minimum of 2 years of professional experience in planning, code enforcement, law enforcement, building inspections, or an equivalent combination



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of training and experience which provides the required knowledge, skills, and abilities. Experience in local government is a huge plus.

SUPPLEMENTAL INFORMATION

A successful candidate will possess the following:

- A strong knowledge of code enforcement practices and principles, and state, regional or local (municipal) codes/ordinances.
- Skill in the use of a computer, including proficiency in Microsoft Word, Excel, and PowerPoint.
- Ability to communicate ideas clearly and concisely, both orally and in writing. Also, ability to respond to inquiries and complaints in a fair and tactful manner.
- Ability to establish and maintain cooperative and effective working relationships with Town Officials, employees, and the public.
- Ability to work independently and exercise good judgment.

The Town of Fremont is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender, identity, national origin, veteran or disability status.