



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## **CODE ENFORCEMENT OFFICER**

### **General Statement of Duties**

Under general supervision, performs a variety of field and office work in support of the Town's code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations; serves as a resource and provides information on Town regulations to property owners, residents, businesses, the general public and other Town departments.

### **Distinguishing Features of the Class**

An employee in this class performs inspections related to the enforcement of the Town of Selma's Municipal Code pertaining to, but not limited to, abandoned, nuisance and junked motor vehicles, community appearance, zoning, public nuisances. Responsibilities include, but are not limited to, responding to, and resolving related citizen complaints and ordinance violations in a timely manner. Work includes extensive public contact with contractors, engineers, developers, and the general public. Provides applicable ordinance information and responds to inquiries in a timely manner. Notifies property owner/interested party or vehicle owner of code compliance issues and brings matter to an appropriate resolution/conclusion. Employee is subject to the hazards associated with the occupation of inspections in the construction field including inside and outside environmental conditions. Duties may expose the employee to human body fluids in emergencies, thus is subject to the OSHA requirements on blood borne pathogen rules and regulations. Work is performed under the general supervision of the Planning and Economic Development Director and is evaluated through assigned quota numbers being obtained, review of assigned projects, records, and overall completion of assigned tasks, in a timely manner, and in accordance with State and local ordinances.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks:**

- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative citations and notices of violation as necessary.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of Town codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.

- Patrol Town to identify and evaluate problem areas and/or ordinance violations, determine proper method to resolve violations.
- Uses independent judgment to recognize and solve problems as they apply to related Town ordinances.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memos, correspondence related to enforcement activities.
- Attend meetings and serve as a resource to other Town departments, divisions, the general public, and outside agencies in the enforcement of regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, in person or on the phone.
- Operate computer to enter, process, and acquire data relative to complaints, effective code enforcement, research complaints. Maintain a daily electronic record of notices, citations, inspections, and other actions taken.
- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, and other forms of vandalism.
- Prepare evidence in support of legal actions taken by the Town; appear in court as necessary; testify at hearings and in court proceedings as required.
- May assist in researching, drafting, and rewriting municipal codes; participates in the development of forms and processes utilized to address various issues.

#### **Additional Job Duties:**

- Performs other duties as assigned.

### **Recruitment and Selection Guidelines**

#### *Knowledge, Skills, and Abilities:*

- Knowledge of Town of Selma's Municipal Code, including but not limited to, abandoned, nuisance and junked motor vehicles, community appearance, public nuisances, zoning.
- Working knowledge of the Geographic Information System (GIS) system and ability to access information accurately.
- Skill in utilizing computers for word processing and preparing spreadsheets; using software such as Microsoft Word, Excel.
- Ability to exercise independent judgment and initiative in conducting assignments.
- Ability to establish and maintain effective working relations with town officials, contractors, surveyors, property owners, the general public, co-workers, and supervisor.
- Ability to communicate effectively in oral and written forms including handling situations with consistency, firmness, and tact.
- Ability to plan and organize work and maintain necessary records and reports.
- Ability to read ordinances, site plans, maps, plats, and deeds.

#### *Physical Requirements:*

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, talking, grasping, feeling, hearing, and repetitive motions.

- Must possess the visual acuity to prepare and analyze data and figures, do extensive reading, operate a computer terminal, use measurement devices, and do visual inspection of land, motor vehicles and structures for compliance purposes.

#### Desirable Education and Experience:

- High school diploma or GED, supplemented by technical courses in building construction technology or college course work in planning, law enforcement, public administration, or related field; and
- Minimum of one year of experience in inspection, investigation, compliance, building trades, or a related field, including some public contact work, preferably in an enforcement or regulatory environment; or
- An equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

#### Special Requirements:

- Possession of a valid North Carolina's Driver's License.

The hiring salary range for this position is \$43,687-\$50,000.

The Town of Selma's Application for Employment may be downloaded from the link [TOS-Employee-Application-Rvsd-4.25.24.pdf](#). The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; however, resumes are not accepted in lieu of a completed employment application. It is preferred that all completed and signed Employment Applications be submitted via email to [lblanton@selma-nc.com](mailto:lblanton@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.