



Code Enforcement Officer

The Town of Benson is seeking to fill the role of Code Enforcement Officer in its Planning Department. The ideal candidate will perform technical inspections work to ensure compliance of residences and commercial properties with various Town codes and ordinances such as zoning, nuisance abatement, junk cars, tall grass, debris, minimum housing, signs and erosion and sedimentation control. The successful candidate must be tactful, courteous, and firm in dealing with these matters. This position requires significant public contact and will be under the general supervision of the Planning Director. The successful candidate will perform other related duties as required. This position requires a valid North Carolina driver license.

The essential functions of this position include:

- Maintains considerable knowledge of local codes and ordinances and advises property owners, residents, businesses, the general public and other Town departments on those codes and ordinances
- Interprets codes and ordinances and their application to specific situations
- Regularly observes all areas within the Town limits and extra territorial jurisdiction (ETJ) to ensure that no violations of the regulations set forth in the Code of Ordinances and Unified Development Ordinance (UDO) exist
- Conducts field investigations; inspects properties for violations; attempts to make contact at the residence or business in order to resolve violations
- Receives and responds to citizen complaints and inquires, explains possible violations, suggests corrective actions to appropriate parties, and facilitates solutions
- Maintains records and statistics regarding inspections and nuisance violations and prepares necessary reports
- Maintains effective working relationships and communicates effectively with the public
- Notifies responsible parties of code violations, issues warnings and citations when violations are not corrected; reinspects to determine if corrective actions have been taken; issues stop orders if necessary; goes to court to testify on violations when needed
- Performs other duties as assigned

Desired qualifications: Graduation from high school and experience in the enforcement of code standards; or an equivalent combination of education and experience.

Salary and benefits: The salary range for the position is \$43,440 - \$67,332, and benefits include paid participation in the North Carolina State Health Plan, paid dental, vision and life insurance, 5% 401(K) contribution, 12 paid holidays and 2-weeks paid-time off per year, and an abundant wellness program that includes incentives. The anticipated hiring range is \$43,440 - \$50,000, depending on qualifications.

This position is open until filled. Applicants must submit a Town of Benson Application and resume. The Town of Benson application can be picked up at Town Hall or printed from the Town's website: <http://www.townofbenson.com/2201/Employment>. **Applications and resumes must be mailed to P.O. Box 69, Benson, NC 27504-0069, hand delivered to 303 East Church Street, Benson, NC 27504 or emailed to Scott Tart, Town of Benson Human Resources Director, at start@townofbenson.com.**

The Town of Benson is an equal opportunity employer.