



CODE ENFORCEMENT OFFICER

General Statement of Duties

Performs responsible technical inspections work to enforce and ensure compliance with Town codes and ordinances.

Distinguishing Features of the Class

An employee in this class performs inspections, code enforcement, and abatement work to ensure compliance with Town codes and ordinances for the public health, safety, and general welfare of the public and environment. The employee enforces minimum housing, nuisance property, junk and abandoned vehicles, debris, overgrown lots, and related codes and zoning ordinances. Work involves patrolling the Town and investigating complaints of possible code violations; performing frequent field inspections to inspect code violations; interpreting and explaining ordinances and codes to the public; working with owners and businesses to comply with state and local rules and regulations; issuing notices of violation and civil citations as necessary to mitigate non-compliance; initiating actions on violations as necessary; processing enforcement paperwork; may require appearance in court cases; and preparing and maintaining detailed records and reports of violations, complaints, and cases. Work requires strong knowledge of Town codes and ordinances and strong public contact and conflict resolution skills. The employee is exposed to inside and outside environmental conditions, vicious animals, and irate citizens. Work is performed under regular supervision and is evaluated through conferences, review of assigned projects, and reactions of the public and property owners.

Duties and Responsibilities

Essential Duties and Tasks

Receives complaints from the public on various nuisances and actively patrols the Town to identify potential code violations; responds to complaints and requests for inspection and mitigation.

Performs field inspections of possible violations and enforces code compliance; inspects and enforces codes related to minimum housing, litter, junk vehicles, debris, parking violations, overgrown lots, abandoned cars, and other issues.

Investigates and inspects code violations; obtains and documents evidence of code violations; photographs properties; prepares and maintains detailed notes and records.

Works with property owners and businesses for remediation of non-compliance; takes appropriate written actions with citizens; researches various public records and tax records to determine ownership; prepares and sends certified mail notifications; follows up on actions taken and assures that citizens comply with local ordinances.

Enforces minimum housing ordinances and codes; conducts inspections of buildings and structures for violations of minimum standards and conditions dangerous to public health and safety; sends violation notices; issues fines; conducts follow-up inspections for compliance; coordinates work with County building inspectors for the condemnation process as necessary.

Works with tenants and landlords to bring housing to habitable levels including leaks, broken windows, electrical issues, cracks in walls and ceilings, rotten floors or roofs, siding and other issues.

Establishes and maintains detailed records of violations, complaints, work activities, follow-up actions, and case outcomes.

Tracks and reports progress of violations and compliance; maintains all warnings, notices, citations, inspections, and violation records.

May coordinate nuisance abatement with Town departments or third party companies to mow tall grass, junk vehicles; works with Finance department to invoice property owners for abatement expenses.

Prepares evidence in support of legal actions taken by the Town, if necessary, and appears in court if needed.

Prepares and provides monthly and annual reports detailing enforcement activities and presents at meetings as needed.

Researches laws, regulations and land use issues utilizing electronic and other records.

Assists with daily inquiries from the public on interpretation of minimum housing, zoning and land use questions; refers technical and precedent setting questions to others.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of the Town's nuisance, minimum housing, sign, and related codes and ordinances.

Working knowledge of North Carolina General Statutes governing zoning, land use, and nuisance regulations.

Working knowledge of principles and practices of code enforcement functions.

Working knowledge of governmental laws, programs, and services related to the code enforcement processes and procedures.

Working knowledge of the application of information technology to work tasks and of general office technology.

Knowledge of the hazards of the work and appropriate safety precautions.

Skill in collaborative conflict resolution and customer service excellence.

Skill in the interpretation of codes and ordinances and their application to specific situations.

Ability to document and complete required records and reports accurately and timely.

Ability to analyze research to determine applicable ordinances, codes, regulations, and statutes.

Ability to organize, prioritize, and carry out work with minimal supervision.

Ability to enforce codes and ordinances with tact and firmness.

Ability to communicate effectively in both written and oral form and to effectively convey Town policies and ordinances to citizens not versed in land use or nuisance regulations.

Ability to establish and maintain effective working relationships with supervisors, coworkers, Town staff, landlords and tenants, and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

Desirable Education and Experience

Graduation from high school and considerable work experience requiring inspections, enforcement of code standards, and/or addressing difficult issues with the public and the use of technology, or related experience; or an equivalent combination of education and experience.

Special Requirement

Possession of valid North Carolina driver's license.

Possession of the Certified Zoning Official certification, or the ability to obtain in timeframe determined by Town.

Hiring range for this position is \$46,524 to \$52,340 DOQ. Applications may be obtained at the Town of Dallas Administrative Offices located at 210 N. Holland St., Dallas, NC 28034 or

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at www.dallasnc.net. Completed applications can be emailed to jobs@dallasnc.net or turned in at the Administrative Offices. Open until filled. EOE

Dallas
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