

TOWN OF MAYODAN

TOWN OF STONEVILLE

Shared Position | Interlocal Service Agreement

CODE ENFORCEMENT OFFICER

Department:	Administration
Reports To:	Town Manager (Town of Mayodan) Town Administrator (Town of Stoneville)
Employed By:	Town of Mayodan (administering municipality)
FLSA Status:	Non-Exempt
Employment Type:	Full-Time
Service Area:	Town of Mayodan and Town of Stoneville
Pay Range:	\$41,100 – \$61,600 Annually

POSITION SUMMARY

The Code Enforcement Officer is a shared position established through an interlocal service agreement between the Town of Mayodan and the Town of Stoneville. The Officer is responsible for ensuring compliance with municipal codes, ordinances, and property maintenance standards within both jurisdictions. While employed and administered by the Town of Mayodan, this position serves both municipalities on an allocated schedule and is accountable to the Town Manager in Mayodan and the Town Administrator in Stoneville. The Officer conducts field inspections, investigates complaints, issues notices of violation, and works cooperatively with property owners to achieve voluntary compliance. The position requires considerable independent judgment, effective written and verbal communication, and the ability to maintain organized records while managing an active caseload across two jurisdictions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative but not exhaustive. Other duties may be assigned.

Inspection & Enforcement

- Conduct routine and complaint-driven inspections of properties within both jurisdictions for violations of municipal codes and ordinances.
- Enforce regulations pertaining to high grass and weeds, junk and debris, abandoned vehicles, minimum housing standards, general nuisance conditions, and property maintenance.
- Initiate and process enforcement actions, including issuing written notices of violation, citations, and administrative orders.
- Document violations thoroughly through photographs, written reports, and case notes.
- Conduct follow-up inspections to verify compliance and monitor the status of active cases.
- Coordinate with property owners, tenants, and legal representatives to encourage voluntary and timely compliance.
- Prepare and submit cases to legal counsel or governing boards when violations require formal action, including civil or criminal proceedings.

Case Management & Recordkeeping

- Maintain a shared case tracking system documenting all active, pending, and closed cases for both municipalities.
- Verify property ownership records through county GIS, Register of Deeds, and tax records at each stage of enforcement.
- Prepare enforcement correspondence including notices, abatement orders, and legal advertisements as required by municipal procedures.

- Maintain accurate, complete files for all enforcement actions sufficient to support administrative and judicial proceedings.

Coordination & Communication

- Provide regular verbal and written status updates to both the Town Manager and Town Administrator on enforcement activity, case volumes, and outcomes.
- Participate in weekly coordination meetings with representatives of each municipality.
- Coordinate with Public Works, Police, and other departments in both towns to facilitate abatement activities where required.
- Communicate clearly and professionally with residents, property owners, contractors, and elected officials in both jurisdictions regarding enforcement matters.
- Respond to public inquiries regarding code requirements and enforcement procedures in a courteous and informative manner.
- Prepare monthly and/or quarterly activity reports summarizing caseload data, enforcement outcomes, and trends for each jurisdiction.

Administrative & Other Duties

- Operate a Town-provided vehicle safely and in accordance with municipal fleet policies.
- Maintain required certifications and participate in continuing education and professional development as directed.
- Assist with special enforcement campaigns or community outreach initiatives as assigned.
- Perform other related duties as assigned by either Town Manager or Town Administrator.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of or ability to learn North Carolina general statutes applicable to municipal code enforcement, property maintenance, and nuisance abatement.
- Knowledge of basic property research methods using county GIS, tax records, and Register of Deeds databases.
- Skill in written communication sufficient to produce clear, legally defensible notices, reports, and correspondence.
- Skill in oral communication and conflict de-escalation when working with property owners and the public in sensitive situations.
- Ability to manage a multi-jurisdictional caseload with competing priorities and deadlines independently.
- Ability to use standard office software (Microsoft Office, spreadsheets, case management tools) and document management systems.
- Ability to operate a motor vehicle and navigate municipal areas using maps and GIS tools.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, elected officials, and the public across both municipalities.
- Ability to apply ordinances and policies consistently and impartially across both jurisdictions.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED required; associate degree or coursework in public administration, criminal justice, urban planning, or a related field preferred.
- One (1) or more years of experience in code enforcement, building inspection, property management, law enforcement, or a closely related field is preferred; equivalent combination of education and experience will be considered.

Licenses and Certifications

- Valid North Carolina driver's license with an acceptable driving record required at time of hire.
- North Carolina Code Enforcement Certification (or ability to obtain within twelve (12) months of hire) is preferred.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work is performed both indoors and outdoors in varying weather conditions. Field work requires walking on uneven terrain, entering structures in varying states of repair, and conducting visual inspections. The employee must be able to operate a motor vehicle, communicate clearly in person and by telephone, use a computer for extended periods, and occasionally lift items weighing up to 25 pounds. The position involves regular public contact, including interaction with residents who may be frustrated or in non-compliance.

BENEFITS

The Town of Mayodan offers a competitive benefits package including a 5% 401k contribution, participation in the North Carolina Local Government Retirement System (NCLGRS), paid medical, dental, and vision coverage, life insurance, paid time off, longevity starting at 5 years, insurance after retirement, and professional development opportunities.

CLOSING DATE: Open Until Filled

SUBMIT RESUME AND COMPLETED APPLICATION TO

Email: clerk@mayodannc.org

Address: Town of Mayodan, 210 W Main Street, Mayodan, NC 27027

Website: www.townofmayodan.com