

City of New Castle – Looking for Code Enforcement Officer

Duties include inspection of dwellings and other buildings, vacant lots and yards for code compliance and to ensure safe and sanitary conditions, which includes the abatement of nuisances.

The Code Enforcement Officer shall consult with homeowners, contractors, landlords and tenants to provide advice and technical assistance in order to achieve compliance with City codes.

Major Duties:

- Responds to inquiries and inspects properties for compliance with the City Housing and Property Maintenance codes and investigates reports of alleged violations of the Zoning code as they related to permitted uses.
- Investigates complaints of City code violations.
- Interprets housing and property maintenance codes.
- Prepares correspondence, invoices, reports of activities and maintains files and records.
- Advises property owners of measures needed to remedy violations.
- Researches codes and ordinances in regard to alleged violations.
- Notifies violators of code violations and code provisions.
- Collects evidence and prosecutes code violators in court.
- Posts stop work orders and condemnation when necessary.
- As directed, checks for City business license, building permit and rental license compliance.
- Conducts rental and vacant building inspections.
- Maintains working relationship with State and County agencies for information and assistance.
- Maintains working relationship with City Building and Police Department to assist as needed.

Performs other job related duties as may be necessary or assigned.

EDUCATION and EXPERIENCE:

Any combination of education and experience equivalent to completion of a GED, completion of a High School diploma and college courses. College Degree preferred. 5 years experience. Possession of a valid Delaware Driver's License.