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Job Posting

JOB TITLE:	Code Enforcement Manager (Civilian Non-Sworn) – Dept. Manager
REPORTS TO:	Town Manager
PAY STATUS:	Full-Time (Hourly) Non-Exempt \$63,856 - \$72,114 annually DOE
DIVISION:	Department of Inspections & Enforcement
NO. OF POSITIONS:	1
CLOSING DATE:	May 5, 2025

POSITION OVERVIEW:

This position oversees the efficacy of the department's administration and operations, ensures compliance of laws, and supports the Town's goals for safety, cleanliness, and community standards.

Additionally, this position performs code enforcement duties including investigation of reported code and ordinance violations, building permit review and site inspections, issues official notices, and conducts rental property inspections.

**The Incumbent will ultimately provide supervision and leadership to any staff members eventually hired to the Department which may include inspectors and permit technicians. The Incumbent selected will be required to obtain online certifications and training through the International Code Council paid for by the Town of Clayton. This is not a civilian, sworn law enforcement position with no arrest authority.

ESSENTIAL JOB FUNCTIONS:

The functions listed below are those that represent the majority of the time spent working in this position. The Town Manager may assign additional functions as necessary.

Program Oversight

- Develop, implement, and refine code enforcement policies and procedures, ensuring efficacy of the department's operations aligning with the Town's goals.
- Conducts investigations and ensures compliance with the Town of Clayton's codes and ordinances.
- Ensure enforcement efforts are carried out in accordance with the Department's Value Statement: Fairness, Integrity, Respect, Service, and Transparency (FIRST).

- Ensure records/files are stored in accordance with the State of Delaware retention requirements.
- Ensure assigned vehicles are operated in a safe and professional manner as a representation of the Town of Clayton. Ensures vehicles are maintained according to vehicle manufacturer requirements in an effort to maintain operational readiness.

Budgeting & Resource Management

- Prepare and manage the department's budget.
- Oversee purchasing and allocation of resources, vehicles, and equipment.
- Identify resource needs and collaborate with the Town Manager to request funding and allocation.
- Seek grants or funding to support code enforcement initiatives.

Enforcement & Compliance

- Conduct field investigations in response to complaints of local code and ordinance violations.
- Interview complainants and violators, gather and document evidence (photos and statements), generate reports utilizing code enforcement computer software programs, and use independent discretion to take appropriate enforcement action.
- Issue official notices to include stop work orders, violation warning, civil penalty notice, and hearing notices.
- Attend public hearings at Town Hall and/or Court to represent investigations with testimony and evidence as required.
- Review building permit applications and applicable construction plans for completeness and code compliance. Ensure applicable building permits are routed to the contracted Inspection Agency for plan review, approval, and inspections.
- Conduct inspection of approved building projects to ensure permit and code compliance.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities.
- Perform rental property inspections to ensure compliance with Property Maintenance and Housing Codes are met, prior to Landlord renting the property.

Legal & Regulatory Compliance

- Coordinate with Town Manager and Town Solicitor regarding any necessary legal action.
- Ensure that enforcement actions comply with state and federal laws. (Warning Notices, Civil Penalty Assessments, Search and Seizure (4th Amendment), etc.

Interdepartmental & Community Coordination

- Serve as a liaison to the Town Manager, Town Council and the public regarding all Department concerns.
- Maintain communication with the Administration Department to ensure proper routing of building permit documents and code enforcement notices are distributed as needed.
- Collaborate with other Departments to ensure continued streamlined operations are maintained with clear communications.

Strategic Planning & Reporting

- Analyze trends in violations and compliance rates.
- Prepare reports for Town Manager and Town Council members.

Public Relations & Community Engagement

- Promote awareness of local codes through outreach and education.
- Address community concerns and attend town hall or council meetings, as needed.
- Advocate for initiatives that support safer and more livable communities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- At least 5 years of official investigating experience and ability to substantiate violations through investigate steps using multiple sources and analytical skills and data.
- General knowledge of zoning, land use, and property maintenance codes and ordinances is preferred.
- General knowledge of building and site construction processes is preferred.
- Legal procedures relating to code enforcement, property rights, and case law.
- Must be able to interpret and enforce building, zoning, property maintenance, and other related codes.
- Investigation and analytical skills required.
- Experience with legal procedures and administrative hearings.
- Interpersonal Communication – Highly proficient with oral and written communication with the public and other agencies.
- Demonstrated ability of de-escalation, conflict resolution, diplomacy, and strong communication abilities required.
- Ability to communicate clearly and professionally with violators and the community.
- Must be able to maintain a professional, courteous, and respectful demeanor at all times while representing the Town of Clayton.
- Read, interpret and apply information from construction plans and documents.
- Respond to inquiries, complaints and requests for service in an impartial, tactful and firm manner.
- Strong leadership and organizational skills.
- Work independently in the absence of supervision.
- Edit, proofread, and meet standards of quality for reports, forms and other material to be internally and externally distributed.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Regular and timely attendance.
- Performance of duties in a safe manner.
- Detail oriented report writing
- Time Management

TRAINING AND EXPERIENCE:

- High School Diploma, or equivalent required.
- Prefer 5 years of experience in zoning, building, or other code inspection and enforcement; or any equivalent combination of relevant experience and training which provides the required knowledge, skills and abilities.
- Proficient in the use of computers and Microsoft Office and TEAMS programs.
- ICC/AACE Certification Program modules: Zoning Enforcement Officer, Property Maintenance and Housing Inspector, and Code Enforcement Officer preferred. Must be able to successfully obtain certifications within 18 months of employment which will be paid for by the Town.
- Additional certifications including ICC Residential Building Inspector, Commercial Building Inspector, Mechanical Building Inspector, and Plumbing Building Inspector may be required at a future date dependent upon the needs of the Town. These certifications would be paid for by the Town.
- Previous Law Enforcement and/or Military experience a plus.
- Previous investigation, report writing, and evidence collecting experience is a plus.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Delaware Class D driver's license, or its equivalent.
- Must have a good driving history.
- Must pass a pre-employment criminal background check, alcohol and drug screening, and driving record check.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS:

This is primarily sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

NOTICES:

The Town of Clayton is an Equal Opportunity Employer. ADA requires the town to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.