



From the office of:  
Borough Administrator

The Borough of Wallington is seeking a qualified and professional Part-Time Code Enforcement Officer to uphold the integrity of our community's codes and regulations. This pivotal role involves conducting inspections, enforcing compliance with municipal codes, and addressing community concerns regarding property standards.

**Key Responsibilities:**

- Perform thorough inspections of residential and commercial properties to assess compliance with local codes, zoning ordinances, and property maintenance standards.
- Investigate complaints related to code violations and zoning issues, documenting findings and facilitating resolutions.
- Issue violation notices and orders, ensuring proper follow-up to confirm compliance.
- Maintain detailed and accurate records of inspections, violations, and enforcement actions.
- Collaborate effectively with municipal officials, property owners, and residents to address code enforcement issues.
- Provide clear and informative guidance to the public regarding code regulations and enforcement procedures.

**Qualifications:**

- High school diploma or equivalent; coursework in building codes, zoning regulations, or a related field is preferred.
- Prior experience in code enforcement, construction, or a relevant discipline is highly desirable.
- Strong understanding of municipal codes, zoning laws, and property maintenance regulations.
- Exceptional communication, interpersonal, and organizational skills.
- Ability to work independently and exercise sound judgment in enforcement matters.
- Valid driver's license.

**Work Schedule:** Flexible part-time hours, approximately 20-25 hours per week.

**Compensation:** Competitive hourly rate, commensurate with experience.

**Application Process:** Interested candidates are invited to submit a resume and cover letter detailing their qualifications and relevant experience to Jennifer Appice, Borough Administrator, at [boroadmin@wallingtonnj.org](mailto:boroadmin@wallingtonnj.org) by October 21, 2024.

The Borough reserves the right to interview and hire an applicant before the closing date.

The Borough of Wallington is an Equal Opportunity Employer.