

TOWN OF WARREN, RHODE ISLAND

Code Enforcement Officer

The Town of Warren is seeking qualified applicants for the position of Code Enforcement Officer in the Building and Zoning Department. This part-time position (15-20 hours per week) reports to the Building / Zoning Official and is responsible for ensuring compliance with state and local laws and ordinances relating to zoning, building construction and maintenance, public health and safety, and other matters of public concern. Duties include conducting inspections, preparing and tracking enforcement actions, preparing testimony and reports, and providing information and assistance to Town residents, businesses, the general public, and other Town departments.

Applicants must be 21 years or older, have a high school diploma, and possess a valid driver's license; be familiar with municipal codes and ordinances; and pass a background investigation. Municipal Code Enforcement experience preferred. Starting salary depends upon qualifications.

More details on responsibilities and qualification, and application forms, are available in the Town Clerk's Office, Town Hall, 514 Main Street, Warren, RI 02885, or may be downloaded from the Town website at: www.townofwarren-ri.gov.

Applications must be addressed to the Town Clerk at the above address, and include a cover letter, completed application form, resume and three references. Applications may be submitted via mail or email (jcoelho@townofwarren-ri.gov), marked "Code Enforcement Officer Application." This vacancy will remain open until filled. Review of applications will begin July 24, 2017.