

TOWN OF GORDON

JOB POSTING – ENFORCEMENT OFFICER (PART-TIME)

Job Title: Enforcement Officer

Reports To: Town Board / Town Chairperson

Status: Part-Time (hours vary)

FLSA Status: Non-Exempt (Not a sworn law enforcement officer)

Pay Range: \$30.00 per hour (depending on qualifications and experience)

WORK SCHEDULE

- May 1 – October 31: Average up to 20 hours per week (may vary based on seasonal population increases, complaints, or emergencies)
- November 1 – April 30: As needed
- May include evenings, weekends, and attendance at Town Board meetings
- Anticipated Start Date: [Insert Date]
- Application Deadline: [Insert Date or “Open Until Filled”]

POSITION SUMMARY

The Enforcement Officer is responsible for monitoring and enforcing Town ordinances and regulations; investigating complaints; enforcing animal control provisions; and supporting public health, safety, and general welfare. This position serves as a liaison between the Town Board, residents, and businesses, and performs administrative duties related to documentation, reporting, and compliance. The position may coordinate with local law enforcement and other agencies as needed.

SUPERVISION

Works under the direction of the Town Board Chairperson and/or designated Town Board members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive, document, and investigate complaints related to ordinance violations, nuisance conditions, health and safety concerns, and animal control issues
- Conduct field inspections (on foot and by vehicle) and document findings through reports and photographs
- Research property ownership, prior complaints, and applicable codes and regulations
- Communicate with residents, businesses, and other stakeholders to explain violations and required corrective actions
- Issue notices of violation, citations, and related correspondence in accordance with Town ordinances
- Coordinate and conduct follow-up inspections and enforcement actions to ensure compliance
- Prepare case documentation for legal proceedings and testify in court or administrative hearings as needed
- Maintain accurate records, reports, logs, and correspondence
- Provide information and respond to inquiries from the public and other agencies
- Enforce animal control ordinances, including stray or nuisance animals
- Attend Town meetings and provide updates as requested
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- High school diploma or GED
- Minimum age of 18 at time of application
- Three (3) years of relevant experience in code enforcement, inspections, investigations, or a related field (public sector preferred)
- Valid driver's license and ability to operate a motor vehicle as part of job duties
- Ability to successfully pass a background check in accordance with applicable law
- First Aid and CPR certification (must be obtained within 90 days of hire)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of municipal codes, ordinances, and regulatory processes
- Ability to interpret and apply laws, regulations, and policies
- Strong investigative, organizational, and problem-solving skills
- Effective written and verbal communication skills
- Ability to prepare clear, accurate reports and maintain records
- Ability to work independently and exercise sound judgment
- Proficiency with basic computer systems and office software
- Ability to interact professionally with the public in potentially sensitive or confrontational situations
- Ability to maintain confidentiality and professionalism at all times

PHYSICAL REQUIREMENTS

This position requires fieldwork and may include: walking on uneven terrain; standing, bending, kneeling, and climbing; lifting up to 25 pounds (occasionally up to 50 pounds); exposure to outdoor weather conditions; and working in environments that may include noise, dust, or construction activity. The position also requires the ability to communicate effectively and observe surroundings.

EQUAL OPPORTUNITY EMPLOYER

The Town of Gordon is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other status protected by federal, state, or local law.

REASONABLE ACCOMMODATION

The Town of Gordon provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and applicable state law. If you require accommodation at any stage of the hiring process, please contact the Town using the information below.

ADDITIONAL INFORMATION

Employment with the Town of Gordon is at-will unless otherwise governed by applicable law.

Final candidates will be subject to a background check in accordance with applicable law.

Town residency is not required.

HOW TO APPLY

Submit a cover letter and resume to: Town of Gordon, 9709 East County Road Y, Gordon, WI 54838 or email to gordonwitown@gmail.com. Any questions contact the town clerk at 715-376-2693.