



ROBERT ZIMMERMAN
MAYOR

JOHN LEGGE
DEPUTY MAYOR

TOWNSHIP OF MANTUA

Gloucester County, New Jersey

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EILEEN LUKENS
TOWNSHIP COMMITTEE

JASON SNYDER
TOWNSHIP COMMITTEE

JACK STEEN
TOWNSHIP COMMITTEE

Part-Time Code Enforcement Officer

Posting Date: 07/02/2025

Compensation: \$21.00 per Hour

Position Overview:

The Township of Mantua is seeking a dedicated and detail-oriented Code Enforcement Officer to ensure compliance with local ordinances related to property maintenance, enforcement, and abatement. This role is vital in maintaining community standards and enhancing the safety and quality of life for our residents.

Job Responsibilities:

- Conduct inspections of residential and commercial properties to assess compliance with municipal codes and ordinances
- Investigate complaints related to property maintenance and code violations
- Issue notices of violation and follow through with enforcement actions, including court summonses when necessary
- Communicate effectively via email, phone, and in-person with property owners, residents, and businesses to resolve issues
- Maintain accurate records and prepare reports related to enforcement activities
- Represent the Township in Municipal Court proceedings as needed
- Coordinate follow-up inspections and close out resolved cases

Additional Requirements:

- High school diploma or equivalent (associate's or bachelor's degree in a related field is a plus)
- Strong organizational and time-management skills
- Proficient in Microsoft Word and general computer use
- Excellent written and verbal communication skills
- Ability to interact professionally and courteously with the public
- Valid New Jersey driver's license is required
- Prior experience in code enforcement, inspections, or municipal operations is preferred but not required

The Township of Mantua is an Equal Opportunity Employer.

Deadline for Applications: July 11, 2025

To apply, please submit your letter of intent and resume to Jennica Bileci, Township Administrator at jbileci@mantuatownship.com