

COME JOIN OUR TEAM

Part-Time Code Enforcement Official



Position Overview

The Town of Hugo is seeking a part-time Code Enforcement Official to serve as the Town's code enforcement authority, enforcing municipal ordinances that protect public health, safety, and quality of life.

Position Details

- Part-Time | Up to 20 hours/week
- Pay: \$5.16 – \$20.00 per hour

Key Responsibilities

- Enforce ordinances related to nuisance conditions, property maintenance, zoning, parking, signage, and limited animal control
- Investigate complaints and conduct inspections
- Issue warnings, notices, citations, and summonses
- Coordinate abatements and maintain case records
- Prepare cases and testify in Municipal Court

Ideal Candidate

- Law enforcement or enforcement-related experience required
- Experience preparing cases and providing sworn testimony
- Strong communication and documentation skills
- Ability to work independently and professionally in a small-town environment

Work Environment

- Indoor and outdoor work in varying weather
- Walking, standing, and lifting up to 50 lbs
- Evening, weekend, and court hours as needed

Position Open Until Filled

- Full job description: townhugo.com or Hugo Town Hall, 522 2nd Ave, Hugo, CO 80821
- 719-743-2485
-  clerkadministrator@townofhugoco.gov