

CODE ENFORCEMENT OFFICER

General Statement of Duties

Performs responsible professional work interpreting, applying and enforcing the code of ordinances for the Town.

Distinguishing Features of the Class

An employee in this class performs inspections to ensure compliance with the code of ordinances. The employee will be required to check for violations following complaints, and takes appropriate enforcement action when violations and/or fines have not been resolved by the offender. Work also includes interpreting and explaining ordinances and codes to the public and working with owners to comply with the local rules and regulations. Work requires considerable knowledge of local and related state laws, ordinances, and environmental issues, and extensive public contact skills and conflict resolution skills. In addition, the employee will work closely with the Town Planner to identify properties that have been issued zoning certificates and any other approval required. Work also includes processing enforcement paperwork and may require appearance in court cases. The employee is exposed to inside and outside environmental conditions and irate citizens. Work is supervised by the Town Planner.

Duties and Responsibilities

Essential Duties and Tasks

- Makes on-site inspections during development to ensure compliance with the UDO including, setbacks, landscaping, screening, and related appearance issues; enforces sign, nuisance, junk car, minimum housing regulations, noise complaints and animal complaints; works with owners on remediation of non-compliance.
- Enforces nuisance regulations, such as, junk vehicles, overgrown lots, and unauthorized accumulations of materials and debris.
- Responds to complaints, investigates and enforces compliance.
- Assists the Planning and Development Director with code issues that should be reviewed for clarity or changes.
- Follows up on actions taken and assures that citizens comply with local ordinances.
- Establishes and maintains records of work activities and follow-up actions.

Additional Job Duties

- Backs up other department staff.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Must have the ability to interpret local ordinances, rules, and regulations, as well as, the ability to interpret technical plans and drawings related to ordinances. Needs to have skill in conflict resolution. Must be able to work effectively with employees and the general public in code enforcement situations. Should also have the ability to communicate effectively in oral and written forms; to interpret planning, zoning and building inspection policies to officials and the general public; and has the ability to document and complete required records and reports. Demonstrated personal and professional integrity in establishing and maintaining effective working relationships with contractors, developers, property owners, other Town staff, officials, and the general public.

Physical Requirements

Employee must be able to perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing. Employee must also be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Employee is required to have close visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices. Employee must be able to speak with others, have spoken words, and read words and data.

Working Conditions

Employee is subject to inside and outside working conditions. Most of the work is performed outside in both cold and hot weather conditions. The employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation and to injury by walking on uneven grounds, high weeds, and dilapidated buildings.

Education and Experience

Applicants must have a high school diploma or GED equivalency; some experience in code enforcement work is desired.

Special Requirements

- Possession of valid driver's license.
- Ability to obtain North Carolina Certified Zoning Official status

Code Enforcement Officer
Page 3

FLSA Status

This position is considered a non-exempt position under the FLSA.

Full Salary Range

\$37,645- \$56,468 DOE and/DOQ.