

CODE ENFORCEMENT OFFICER

Primary Reason Why Classification Exists

Performs responsible professional work interpreting, applying and enforcing the code of ordinances for the Town. Performs duties as alcohol enforcement officer. Takes enforcement action as needed as a sworn North Carolina Law Enforcement Officer.

Reports To

Town Planner, Police Chief

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. The employee will be required to be a sworn North Carolina law enforcement officer and take appropriate enforcement action as needed. Work is primarily supervised by the Town Planner with some oversight by the Chief of Police.

Illustrative Examples of Work

- 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 Town Planner with code issues that should be reviewed for clarity or changes.
- Establishes and maintains records of work activities and follow-up actions.
- Performs regular inspections of Alcohol Law Enforcement laws and regulations.

Additional Job Duties

- Cross-trained to assist other department staff.
- Performs related duties as required or as assigned.

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 and communicate information related to 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 have good communications skills 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

Graduation from high school or GED equivalency;

3 to 5 years in law enforcement work is desired with greater than 10 years preferred

Associate's or Bachelor's degree in Criminal Justice or related field preferred

Special Requirement

- Possession of valid driver's license.
- Must obtain (and maintain) Basic Law Enforcement Certification (BLET) as a law enforcement officer by the North Carolina Criminal Justice Education & Training Standards Commission (required to be continuously employed)
- Ability to obtain North Carolina Certified Zoning Official status

Salary

\$37,710 - \$55,645 with North Carolina Law Enforcement benefits and take-home vehicle; Hiring rate will DOE and DOQ.

Work Schedule

Monday – Friday, 8 p.m. to 5 p.m. Additional hours as necessary.

FLSA Status: nonexempt (FLSA 7k exemption) in which overtime is not due unless the employee actually works in excess of 86 hours in a 14-day work period.

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position. The Town of Franklin reserves the right to assign or otherwise modify the duties assigned to this classification.