

Code Enforcement Officer

General Statement of Duties

Performs a variety of duties in the interpretation and enforcement of the Town's Code of Ordinances. Responsible for all codes not enforced by the Police Department, particularly those related to property use and maintenance and public nuisances within the city limits and the ETJ (Extra Territorial Jurisdiction).

Distinguishing Features of the Class

The Code Enforcement Officer is a paraprofessional position, which devotes a significant amount of time developing and maintaining compliance processes and procedures, as well as performing administrative tasks. An employee in this class monitors and supports compliance with the Town's adopted rules and regulations from discovery to resolution. Responsible for records administration and documentation of related activities. The employee may disseminate case-specific information and general information of interest to property owners, businesses, and residents pertaining to the health, safety, and general welfare of the community. Work is performed under the supervision of the Town Manager and evaluated through conferences, review of assigned projects, and visual inspection.

Duties and Responsibilities

- Investigates violations associated with state building codes, minimum housing, abandoned structures, abandoned property, weeds, junk, and other unique development codes found in Town Code.
- Oversees code compliance processes after initial recognition and contact with a violator has been documented by the appropriate Town Official.
- Provides technical assistance and information to staff and the public in the administration of specific development program areas or ordinances.
- Reviews Permit applications to ensure compliance with requirements of the State Building Code and Town Code.
- Inspects residential and commercial construction and reconstruction to enforce State Code on building construction.
- Performs routine office tasks in designated program areas, including data entry, file management, copying, and answering the telephone.
- Researches and compiles information on a variety of development/permitting issues from multiple sources.
- Prepares public notices or property owner verifications.
- Prepares maps, charts, and tables of limited complexity.
- Compiles, collects, prints, and records a variety of data and records for analysis of trends and preparation of reports; creates reports and databases; maintains databases.
- Instructs the public on using online GIS programs and the Town website.
- Instructs the public on the need for various permits.
- Provide testimony to Town advisory boards (Planning Board or Board of Adjustment).

- Works with Town Attorney for cases that require legal remedies. Prepares files for court actions including written reports, inspection files, photos, or other documentation.
- Review, develop and recommend procedures, schedules, and code changes as needed to make code compliance more effective and efficient.
- Prepares monthly reports on the status of cases, inquires, and complaints.
- Perform related duties as required.

Knowledge, Skills, and Abilities

- Knowledge of code enforcement principles, practices, and methods as applicable to local government, working knowledge of applicable laws, standards, and regulations relating to land use and nuisance abatement.
- Knowledge of applicable laws, rules, and regulatory standards for code enforcement work and responsibilities.
- Knowledge of record-keeping, report preparation, and records management techniques.
- Ability to understand and utilize zoning maps, land use maps, plat maps, GIS, and other mediums related to real property.
- Ability to effectively communicate both orally and in writing and to advise on standard compliance methods.
- Ability to perform work with minimal supervision and understand and follow instructions.
- Ability to organize work, establish priorities, meet deadlines and follow up on assignments.
- Ability to show courtesy, tact, and sensitivity to individual differences when dealing with those who may be hostile, difficult, and/or distressed.
- Ability to establish and maintain effective working relationships with the general public and other employees.

Physical Requirements

Work is generally medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up-to 10 pounds of force constantly to move objects. Employee must be able to perform normal bodily movements such as standing, stooping, crouching, crawling, bending, kneeling, and other movements. Employee is required to have close visual acuity to prepare and analyze data and figures, operate a computer terminal, perform extensive reading, operate a motor vehicle, perform inspections, and use measurement devices. Vocal communication is required for responding to inquiries, expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.

Working Conditions

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

conditions that may be subject to the final standards of OSHA blood-borne pathogens policies. Must use/wear personal protective equipment as required. This position has been deemed safety-sensitive.

Education

Graduate of an accredited High School or GED equivalent, supplemented by specialized training and/or college-level coursework in criminal justice, public administration, business administration, or other related fields.

Experience

One year of work experience involving a high level of public contact including experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience in the enforcement of municipal code is highly desired.

Special Requirements

- A valid North Carolina driver's license
- Pass a pre-employment drug test

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the Town's official work week and not the employee's work schedule)

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 Erwin reserves the right to assign or otherwise modify the duties assigned to this classification.