

TITLE: Codes Enforcement Officer I (Electrical and Mechanical)
DEPARTMENT: Planning and Development
POSITION NUMBER: 2410008
HIRING RANGE: \$43,180.80- \$49,202.40 annually
HOURS OF WORK: 8:00 AM-5:00 PM, M-F

STATEMENT OF DUTIES: Performs intermediate skilled technical work investigating and enforcing various building codes and ordinances and abating violations of the County Code. Work is performed under the regular supervision of a Lead Codes Enforcement Officer. Conducting various building and housing codes inspections; responding to and investigating citizen complaints regarding alleged code violations; issuing official notices or citations to correct violations; preparing and maintaining files and records.

Performs field inspections and re-inspection of residential, commercial, industrial and public facilities for compliance with housing, fire, life safety, building, plumbing, electrical and/or mechanical codes; receives inspection requests and answers code related questions; receives complaints in regard to defective construction and handles enforcement problems; reviews plans submitted to ensure compliance with related codes; inspects existing buildings for substandard or hazardous conditions, structural failures of improper uses; where construction is not being made in compliance with regulations as to the methods and/or materials, issues warnings and stop-work order if necessary; reviews commercial and residential plans for compliance with standards; investigates citizen complaints regarding nuisances such as illegal dumping, illegal construction or occupancy, dilapidated structures; issues warnings, official notices and citations as necessary to obtain compliance; prepares cases and testifies in court, obtains court orders to abate violations; determines habitability of dwellings; investigates abandoned buildings to determine if repairable; travels/drives to inspection sites; assists with permit issuance and other codes enforcement administrative and clerical duties as assigned; performs related tasks as required.

TRAINING AND EXPERIENCE: Requires graduation from high school and some experience in commercial or residential inspections. An equivalent combination of education and experience may be considered. Requires possession of two level I standard inspection certifications in the categories of electrical and mechanical issued by the North Carolina Code Officials Qualification Board within two years of employment. Must obtain NIMS (National Incident Management) classes within 1 year of employment. General knowledge of various building and environmental codes; ability to read and interpret blueprints, site plans and designs and to ensure compliance with appropriate ordinances and codes; general knowledge of legal procedures related to the enforcement of ordinances and codes; working knowledge of computers and applicable software applications; ability to prepare factual reports and present same to appropriate board or commission; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with contractors, public officials, associates and the general public; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to communicate simple words, sentences, and phrases orally and in writing in the Spanish language is desirable. This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, crawling, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and atmospheric conditions. The worker may be exposed to blood borne and airborne pathogens and may be required to wear specialized personal protective equipment. Possession of an appropriate driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

CLOSING DATE: October 20, 2017

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards
