

CODE ENFORCEMENT OFFICER

Primary Reason Why Classification Exists

To enforce town code and administrator the compliance process while also conducting plan review and inspections for compliance with the state building code.

Distinguishing Features of the Class

The position of Code Enforcement Officer, which may also be called Code Administrator, Permit and Inspection Administrator, Compliance Officer, or other specialized technician, is paraprofessional work. The Code Enforcement Officer devotes a significant amount of time to developing and maintaining compliance process and procedures as well as conducting administrative tasks. The Code Enforcement Officer works closely with plan review, internal and external customers on a regular basis to provide customer service on permitting, inspection, and code issues. Successful Code Enforcement Officers may be asked to perform professional-level duties of limited complexity. Work is performed under general supervision of the Chief Building Inspector.

Illustrative Examples of Work

- Investigates violations associated with state building codes, minimal housing, abandoned structures, abandoned property, weeds, junk, and other unique development codes in Carolina Beach.
- Oversees code compliance processes after initial recognition and contact to 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 programs areas or ordinances
- Reviews permit applications to assure compliance with requirements of the Building Code and Town Codes
- Inspects residential and commercial construction and reconstruction to enforce State codes for building construction .
- Performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone
- Develops and maintains automated tracking systems, hard copy files and records
- Researches and compiles information on a variety of development/permitting issues from multiple sources
- Prepares public notices or property owner verifications
- Prepares maps, charts, tables of limited complexity
- Attends public meetings, assisting other planning and development staff as appropriate
- Compiles, collects, prints and records a variety of data and records for analysis of trends and preparation of reports; creates reports and data bases; maintains databases.
- Instruct the public on using online GIS programs and the Town website
- Instruct the public on the need for various permits.
- Track and accurately prepares the Planning Departments bi-weekly payroll report for submission to Human Resources, Prepare Quarterly reports to Finance on Home Recovery, Monthly building report to US Department of Commerce, send copies of permits to New Hanover County.

- Assist with the Town's Damage Assessment team following hurricanes and other disasters .
- Perform related duties as required

Knowledge Skills & Abilities

- Knowledge of processes utilized for code compliance
- Knowledge of building code or associated trades and permitting processes principles and practices, including pertinent specialties
- Knowledge of effective writing techniques
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, including experience in Excel spreadsheets, Internet applications, and GIS
- Strong customer service and oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously

Physical Requirements

Must be physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, typing, grasping, feeling, talking, and hearing. Must be able to perform light work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and a negligible amount of force constantly to move objects. Must possess the visual acuity to do extensive reading, use measurement devices, operate a motor vehicle, and perform building inspection tasks. Employee will be exposed to both inside office and outside working conditions, including working outdoors during periods of cold or extreme heat.

Working Conditions

Work may be performed at various locations and in an environmentally controlled office environment. Work may also be performed outside exposing employee to various weather conditions including temperatures of extreme cold or heat. This position has been deemed Safety Sensitive. May be exposed to Bloodborne pathogens.

Required Education and Experience

The Code Enforcement Officer level generally requires, at a minimum, a high school diploma, supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field. One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes

is highly desirable. Possession of or ability to pass required NIMS Certification Training. Possess or ability to obtain building inspection certifications. Must be immunized against Bloodborne pathogens. Must be immunized against Tetanus. Requires possession of a North Carolina Driver's License.

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)

Town of Carolina Beach – 2021