

**NORTHAMPTON COUNTY
NOTIFICATION OF POSITION VACANCY**

05/07/2019

Code Enforcement Officer I

The Human Resources Department is accepting applications for a Code Enforcement Officer I in the Department of Building Inspections to perform limited inspection work of buildings and property within Northampton County to ensure compliance with proper codes and ordinances.

This position is responsible for inspecting construction and installation work in process to enforce State codes for building construction and insulation including the four trades areas of building, plumbing, electrical and mechanical codes; performs technical inspection work and problem solves with employees in higher classifications of this series. Work involves frequent field checks in the county to inspect construction work in various stages of completion as well as enforcing the minimum housing code. Technical judgment is required to interpret provisions of the codes as applied to practical construction projects and circumstances. Inspections may require some physical effort and are performed under hazards present in outside environmental conditions and extremely hot and cold temperatures. Tact, courtesy and firmness must be exercised in dealing with contractors and the general public.

Education: Minimum high school diploma or GED. Individual must possess, or be able to obtain a probationary, limited or standard Level I in all four trade areas, issued by the Qualification Board of the Department of Insurance. Within two years of issuance of probationary certificate, code official should strive to obtain Standard Certificates in at least two trade areas and hold Level I Standard Certificates in all trade areas within four (4) years from initial date of employment.

Apply in person at the Northampton County HR Department, 9467 HWY 305, or mail the application to: HRD, PO Box 367, Jackson, NC 27845 or send via email to ContactHR@nhcnc.net

NORTHAMPTON COUNTY APPLICATION IS REQUIRED AND AVAILABLE AT:
www.northamptonnc.com

Grade: 68, Salary Range: \$37,486 - \$66,144
Salary to be based upon qualifications and experience.

Closing Date: Open Until Filled

SEE COMPLETE JOB DESCRIPTION BELOW

*Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens.
NorthamptonCounty Is A Drug-Free Workplace. All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition
Of Employment*

Code Enforcement Officer I

General Statement of Duties

Performs limited inspections work of building and property within Northampton County to ensure compliance with proper codes and ordinances.

Distinguishing Features of the Class

Under close supervision, an employee in this class inspects construction and installation work in process to enforce State codes for buildings construction and insulation including the four trades areas of building, plumbing, electrical and mechanical codes. Employees in this classification perform technical inspection work and problem solves with employees in higher classifications of this series. Work involves frequent field checks in the county to inspect construction work in various stages of completion as well as enforcing the minimum housing code. Technical judgment is required to interpret provisions of the codes as applied to practical construction projects and circumstances. Inspections may require some physical effort and are performed under hazards present in outside environmental conditions and extremely hot and cold temperatures. Work is also subject to noise and dust. Tact, courtesy and firmness must be exercised in dealing with contractors and the general public. Work is performed under the supervision of the Code Enforcement Officer III and is evaluated through conferences, review of reports and records, and contractor and citizen responses.

Duties and Responsibilities

Essential Duties and Tasks

- With supervision, reviews site plans, blue prints, and specifications and receives applications for permits; issues building and zoning permits.
- Inspects building construction for compliance with building, electrical, plumbing, and mechanical codes.
- Advises contractors in interpreting and applying code regulations.
- Notifies responsible parties of defect and re-inspects to determine if corrective actions have been taken; issues stop orders if necessary.
- Inspects existing buildings for minimum housing rules and regulations.
- Maintains records of inspections and prepares necessary reports.
- Performs the fieldwork for zoning enforcement and may provide staff assistance to Planning and Zoning enforcement.

Additional Job Duties

- Recommends, with supervisory approval, judicial actions and may be required to testify in court against violators of the State Building code.
- Performs related duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of State codes and local ordinances as applied to assigned construction project for inspection.
- General working knowledge of construction and insulation.
- Skill in interpretation of codes and in their application to specific situations.
- Skill in reading and interpreting plans and specifications.
- Ability to establish and maintain effective working relationships with contractors and the public
- Ability to enforce regulations tactfully and firmly.
- Ability to establish and maintain accurate and thorough records.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

Must possess the visual acuity to inspect details of construction, prepare reports, and do extensive reading.

Educational Requirements

Minimum high school diploma or GED.

Individual must possess, or be able to obtain a probationary, limited or standard Level I in all four trade areas, issued by the Qualification Board of the Department of Insurance.

Within two years of issuance of probationary certificate, code official should strive to obtain Standard Certificates in at least two trade areas and hold Level I Standard Certificates in all trade areas within four (4) years from initial date of employment.

Special Requirement

Possession of a valid North Carolina driver's license.

State Certification in the appropriate inspection areas within the time frame specified and required by County Management.

Functions under the supervision of the department head.