

# NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

**02/13/17**

(REVISED 04/27/2017)

## Code Enforcement Officer III

The Human Resources Department is accepting applications for a position in the Department of Building Inspections to perform inspections work of building and property to ensure compliance with proper codes and ordinances. This position will also require supervisory and management skills in employee management and administrative skills to manage day to day operations of code enforcement.

This position is responsible for inspecting construction and installation work in process to enforce State codes for buildings construction and insulation including the five trade areas of building, plumbing, electrical, fire and mechanical codes.

The individual in this position must possess at least two Level III Standard Certificates issued by the Qualification Board of the Department of Insurance. A minimum of five years experiences as a Code Official or possess an Unlimited Contractors License in a trade area. Employee must obtain Level III Certification in all trade areas within three (3) years of the employees initial employment date.

### **SEE WEBSITE FOR THE COMPLETE JOB DESCRIPTION**

*Compensation will be based on experience/qualifications*

Normal Hiring Salary Range: Grade 70 - \$39,359 to \$41,352

**Closing Date: ~~Open until filled~~ Thursday, May 11, 2017**

Please submit an application for employment with resume and three (3) professional references to:

HRD, PO Box 367, Jackson, NC 27845

Or apply in person at the Northampton County HR Department  
107 Thomas Bragg Drive

**➔NORTHAMPTON COUNTY APPLICATION REQUIRED ◀**

See complete job description and county application at:

**[WWW.NORTHAMPTONNC.COM](http://WWW.NORTHAMPTONNC.COM)**

Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens.  
Northampton County Is A Drug-Free Workplace.

All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.

## **Code Enforcement Officer III**

### **General Statement of Duties**

Supervises and participates in inspections work of buildings and property within the County to ensure compliance with proper codes and ordinances and performs fire service activities, inspections, and investigations.

### **Distinguishing Features of the Class**

An employee in this class supervises and participates in inspecting construction and installation work in progress to enforce State codes for buildings construction and insulation including all four trades areas in the County including all incorporated areas. Work involves frequent field checks in the County to inspect construction work in various stages of completion. Work also includes collaboration with other officials in enforcing the State fire code, and enforcing a variety of County ordinances. Employee also assumes accountability for providing administrative and management and supervising the Code Enforcement department. 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 dealing with construction work in progress. The employee is subject to inside and outside environmental conditions and extreme temperatures. Work is also subject to noise and dust and fire hazards. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public. Work is performed under the supervision of the County Manager and is evaluated through conferences, review of reports and records, and contractor and citizen reactions.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

- Develops and justifies department budget.
- Reviews site plans, blue prints, and specifications and receives applications for permits; issues building permits and certificates of occupancy.
- Advises contractors in interpreting and applying codes.
- Directs and coordinates fire services, programs, and activities and establishes procedures for standards and daily workload.
- Handles citizen complaints about contractors, construction quality and other issues.
- Supervises and participates in building, plumbing, electrical, mechanical, and fire code inspections.
- Notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues stop orders if necessary.
- Insures that contractors meet state requirements.
- Performs administrative and supervisory functions which relate to the management of Code Enforcement Operations.
- Performs the recruitment, training, supervision, evaluation and disciplinary activities for department employees.
- Investigates complaints.
- Performs arson investigations.
- Advises the County Manager on improvements concerning fire fighting and fire prevention; coordinates fire prevention activities.
- Recommends judicial actions and may be required to testify in court against violators of the State building code or criminal charges resulting from arson.

### Additional Job Duties

Performs related duties as assigned.

### **Recruitment and Selection Guidelines**

#### Knowledge, Skills and Abilities

Thorough knowledge of State codes and local ordinances as applied to assigned buildings and construction projects for inspection.  
Thorough knowledge of modern fire prevention practices materials, and equipment.  
General working knowledge of construction and insulation.  
Working knowledge of County geography and road systems.  
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 supervise the work of employees including effective communication and motivation.  
Ability to establish and maintain effective record-keeping systems.  
Ability to develop and conduct training programs.

#### Desirable Education and Experience

Individual must possess at least two Level III Standard Certificates issued by the Qualification Board of the Department of Insurance. A minimum of five years experiences as a Code Official or possess an Unlimited Contractors License in a trade area. Employee must obtain Level III Certification in all trade areas within three (3) years of the employee's initial employment date. This position will require supervisory and management skills in employee management and administrative skills to manage day to day operations of code enforcement.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, 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 a negligible amount of force constantly to move objects.  
Must possess the visual acuity to inspect details of construction, prepare reports, and do extensive reading.

#### Special Requirements

Possession of a valid North Carolina driver's license.  
State certification in the appropriate inspection area within the time frame specified and approved by County management.