

NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY
07/14/10

Code Enforcement Officer II

The Human Resources Department is accepting applications for a Code Enforcement Officer II 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 is responsible for inspecting construction and installation work in process to enforce State codes for buildings construction and insulation including the five trades areas of building, plumbing, electrical, fire and mechanical codes.

Education: Minimum high school diploma or GED. Must possess minimum Level II Probationary Certificates in all trade areas, issued by the Qualification Board of the Department of Insurance. Must obtain Standard Certificates in two trade areas and hold Level II Standard Certificates. Have knowledge of State codes and local ordinances as applied to assigned construction project for inspection.

Apply at the Employment Security Commission, 945 Park Avenue, Roanoke Rapids, NC or the Human Resources Department, 107 Thomas Bragg Drive, Jackson, NC. Please submit a Northampton County job application and resume.

Grade/Step: 68/1 to 68/3
Normal Hiring Range: \$33,979 to \$35,699
Closing Date: August 9, 2010

Job Description and application at:
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 II

General Statement of Duties

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

Distinguishing Features of the Class

An employee in this class inspects construction and installation work in process to enforce State codes for buildings construction and insulation including the five trades areas of building, plumbing, electrical, fire and mechanical codes. Work involves frequent field checks in the county to inspect construction work in various stages of completion. Work also includes enforcing a variety of County Ordinances. 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 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 Administrator and is evaluated through conferences, review of reports and records, and contractor and citizen reactions.

Duties and Responsibilities

Essential Duties and Tasks

- Reviews site plans, blue prints, and specifications and receives applications for permits; issues building.
- Inspects building construction for compliance with building, electrical, plumbing, fire 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 unsafe building rules and regulations.
- Maintains records of inspections and prepares necessary reports.

Additional Job Duties

- Recommends 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.

Desirable Educational and Experience

- Minimum high school diploma or GED. Prior experience or trade school certificates.
- Licensed contractors holding limited license or college degree consistent with building trades.
 - Experience in fire inspections for schools requires a background in fire inspection and/or certification in fire safety inspections.
- Individual must possess minimum Level II Probationary Certificates in all trade areas, issued by the Qualification Board of the Department of Insurance.
- Within two years of issuance of probationary certificate, code official must obtain Standard Certificates in at least two trade areas and hold Level II Standard Certificates in all trade areas within three (3) years from initial date of employment.

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.

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 higher level enforcement officers.