



Date: 01/03/2021

Position: Code Enforcement

Department: Development Services

Salary: \$35, 086. 50 or DOQ w/5% increase after successful 6mth. Probation

Hours: 8:00am-4:30pm

The purpose of the position is to perform building, housing, plumbing, electrical & HVAC, and other inspections and to review plans and specifications to ensure compliance of buildings and properties with all pertinent regulatory codes and ordinances, and to perform related work as required. The position works within a general outline of work to be performed and develops work methods and sequences under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Reviews site plans, blueprints and specifications submitted for construction projects to ensure code compliance.

Interprets and enforces all adopted regulatory codes and ordinances pertaining to building construction; meets with architects, engineers, contractors, developers, property owners and others to discuss plan review and inspection procedures and results.

Inspects residential and commercial buildings for compliance with building construction, repairs and renovations technical codes in four trades areas and with fire prevention codes; monitors the construction of foundations and framing; notifies responsible parties of no and reinspect to determine if corrective actions have been taken; issues stop work orders; prepares cases for prosecution in the event of non-compliance; testifies in court as necessary.

Issues certificates of occupancy or compliance when properties pass inspection.

Prepares and maintains inspection and permit records.

Assists in coordinating department activities and functions with those of other Town departments, counties and outside agencies as appropriate.

Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.

Attends training, workshops, meetings, etc., to enhance job knowledge and skills and maintain certifications.

Performs general clerical work as required, including preparing reports and correspondence, entering, and retrieving computer data, copying and filing documents, answering the telephone, attending meetings, etc.

DATA INVOLVEMENT:

Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT:

Requires giving information, guidance, or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment; may service office machines, including adding paper and changing toner.

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem-solving.

MATHEMATICAL REQUIREMENTS:

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes, and/or computing discounts and interest rates.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals, and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing specialized technical or entry-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED equivalent.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid state driver's license.

Must obtain a law administration certification within six months

Must possess or be able to obtain state certification as a Standard Level I in two of the major trades in (building, plumbing, heating, electrical) within two years of employment. And have all four within four years into employment.

Possession of a commercial contractor's license in one trade area is preferred.

EXPERIENCE REQUIREMENTS:

Requires at least one year in building construction and/or inspection, and/or in the enforcement of state and local codes.

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light work that involves walking or standing much of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy. Must be able to perform basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motion.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to dusts and pollen, extreme heat and/or cold, wet, or humid conditions, fumes and/or noxious odors, traffic, electrical shock, heights, construction site hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until January 30, 2021