



Date: July 21, 2022

Position: Code Enforcement Officer

Department: Development Services

Salary: \$35,788.23 annually/\$17.20 hourly with 5% increase after successful 6mth. probation

Hours: 8:00am-4:30pm

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform building, housing, fire prevention and other inspections and to investigate code compliance complaints and enforce the Town Ordinances.

Specifically, this class ensures compliance of buildings and properties with all pertinent regulatory codes and ordinances, to preserve the general welfare, safety, and sanitary standards of the Town, and to perform related work as required. The class 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.

Inspects, interprets, and enforces all regulatory codes within the Town of Waynesville's corporate limits related to "nuisances," such as overgrown grass and weeds, accumulation of solid waste, junked and abandoned motor vehicles, and related building safety violations.

Interacts with the public and property owners to discuss complaints, violations, and procedures for compliance. Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.

Prepares and maintains inspection and code enforcement records.

Assists in coordinating department activities and functions with those of other Town Departments, county and state agencies, and other entities as appropriate and directed.

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

Attends training, workshops, meetings, etc., to enhance job knowledge and skills and to achieve 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, and other tasks as part of the Development Services Department daily administrative functions and customer service.

Other duties as assigned, and with appropriate qualifications and training, may include: inspects residential and commercial building construction for compliance with codes in five trades areas and with fire prevention codes; monitors the construction of foundations and framing; notifies responsible parties of defects and reinspects 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; meets with architects, engineers, contractors, developers, property owners and others to discuss plan review and inspection results; enforces zoning, minimum housing, and flood prevention ordinances.

Additional duties may be assigned at the direction of the Chief Building Inspector or the Development Services Director.

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, listening and communication, and 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; verbal communication and 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 at the time of hire. Must complete the NCDOT Law and Administration class *and* possess, or be able to obtain, state certification(s) as a Standard Level I Building Inspector in fire prevention, building, plumbing, heating, or electrical; or achieve qualification as a certified zoning official (CZO) within one year of employment.

EXPERIENCE REQUIREMENTS:

Requires over one year and up to and including two years in building construction and/or inspection, and/or in the enforcement of state and local codes and environmental compliance, and/or academic experience or internship in government policy.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light work that involves walking or standing much of the time and involves exerting up to 50 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 filled