

## Job Posting

### **Code Compliance Inspector**

Department: Development Services	Pay Grade: 15
Reports to: Director	Hiring Salary Range: \$31,377 - \$39,222
FLSA: Non-Exempt	Deadline to Apply: Continuous

#### General Statement of Duties

The candidate in this position will perform responsible technical work enforcing the minimum housing, abandoned structure, nuisance property, commercial property, and junk/abandoned vehicle codes and ordinances for the City.

#### Knowledge, Skills, and Abilities

Considerable knowledge of: the City's minimum housing and nuisance ordinances and related codes; principles and practices of code administration. Knowledge of governmental laws, programs, and services related to the code enforcement processes and procedures. Working knowledge of the application of information technology to establishing and maintaining records including word processing, data base and spreadsheet entries. Knowledge of the hazards associated with the work and appropriate safety precautions. Some knowledge of the principles and practices and applicable laws regarding planning, subdivisions, building permits, and development regulation. Ability to accurately interpret and apply local ordinances, rules, and regulations. Skill in collaborative conflict resolution. Ability to establish and maintain effective working relationships with supervisors, coworkers, staff from other departments, County staff, landlords and tenants, and the general public. Ability to communicate effectively in oral and written forms. Ability to document and complete required records and reports accurately and timely.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing. Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

#### Desirable Education and Experience

Graduation from high school and considerable experience in work that requires addressing difficult issues with the public and use of technology or related experience; or an equivalent combination of education and experience.

#### Special Requirements

Possession of valid North Carolina driver's license. Ability to attend State Building Code law and Administration class. Ability to obtain certificate for the North Carolina Housing Code Officials.

Submit City of Henderson employment application via email to: [cohjobs@ci.henderson.nc.us](mailto:cohjobs@ci.henderson.nc.us); mail to: City of Henderson, Attn: HR Department, PO Box 1434, Henderson, NC 27536; or fax to 252-492-7935. Applications may also be delivered in person to City Hall, 134 Rose Avenue, Henderson, NC 27536. All applicants are subject to pre-employment background and drug screen. Full benefit package. EOE.

Posting Date: 03/08/2017