

Job Posting
Code Compliance Inspector
(Part-Time)

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| Department: Development Services | Pay Grade: Not Applicable |
| Reports to: Department Head | Salary Range: \$10.00 – 12.00 |
| FLSA: Non-Exempt (hourly) | Deadline to Apply: Open Until Filled |

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.

Distinguishing Features of the Class

An employee in this class will perform inspections for code enforcement and abatement duties. Work includes interpreting and explaining ordinances and codes to the general public and working with property owners to comply with state and local rules and regulations. Work also includes processing enforcement paperwork and may require appearance in judicial court for case resolution. Work requires strong knowledge of City codes and ordinances and strong public contact and conflict resolution skills. The employee is exposed to inside and outside environmental conditions, vicious animals, and irate citizens. Work is performed under regular supervision and is evaluated through conferences, review of assigned projects, and reactions of the public and property owners.

Duties and Responsibilities

Essential Duties and Tasks

Makes on-site inspections of structures to enforce codes and ordinances; patrols various areas within community to identify potential violations and responds to requests for inspection and mitigation; inspects and enforces codes related to minimum housing and structural as well as plumbing and electrical safety; litter, junk and debris; overgrown lots; abandoned cars; zoning violations such as sign violations; stealing electricity or water; too many animals; and other issues.

Photographs and documents violations; sends letters; researches various public records to determine ownership; prepare and send certified mail notifications; maintains data base to track each violation.

Coordinates mitigation such as mowing or demolition with contracts; performs re-inspections after mitigation.

Works with tenants and landlords to bring housing to habitable levels including leaks, broken windows, electrical issues, cracks in walls and ceilings, rotten floors or roofs, siding and other issues.

Assists with zoning investigations, and land use questions; refers technical and precedent setting questions to others; receives complaints, and enforces compliance.

Establishes and maintains records of work activities and follow-up actions; prepares and sends correspondence; coordinates work with other City employees.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Considerable knowledge of the City's minimum housing and nuisance ordinances related codes.
- Considerable knowledge of 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 Code Enforcement Officer maintaining records including word processing, data bases and spreadsheets.
- Knowledge of the hazards of 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. Possession of valid North Carolina driver license.