



CITY OF BURLINGTON NC
invites applications for the position of:

Code Enforcement Officer

SALARY: \$41,808.00 - \$68,993.60 Annually

OPENING DATE: 06/22/20

CLOSING DATE: Continuous

JOB DESCRIPTION:

Performs technical work enforcing City codes pertaining to land use, zoning, nuisance abatement, and minimum housing.

Distinguishing Features of the Class

An employee in this class is responsible for enforcing various zoning and minimum housing codes to ensure compliance of buildings and land use in the City so that they do not become a detriment to the health and well-being of the citizens of Burlington. Emphasis of the work is in on investigating zoning or other code complaints, conducting field/site visits, writing up reports of findings, and advising contractors or citizens of zoning restrictions in various parts of the City to ensure proper land use regulations are being met. This employee is responsible for enforcing minimum housing requirements set forth in the City of Burlington's housing code, providing technical explanations, educating the public and contractors for minimum housing codes, and referring potentially unhealthy living conditions to public health and social service agencies. Work is generally performed independently and is evaluated by and reports directly to the Chief Code Enforcement Officer. This classification is considered non-exempt in compliance with the Fair Labor Standards Act (FLSA).

EXAMPLES OF DUTIES:

- Interprets codes and enforces the municipal ordinances as needed, with a primary focus on the public safety and health of the residents of City of Burlington.
- Interprets and applies technical knowledge to situations covered in the ordinances such as dilapidated buildings, high grass, illegal accumulation of junk motor vehicles, and illegal home occupations.
- Inspects houses and buildings within the City of Burlington that are in disrepair and are dangerous to the community.
- Determines if buildings are fit for human habitation.
- Advises contractors, engineers, architects, lawyers, and the public on zoning, minimum housing, and other code requirements for existing and new construction.
- Responds to questions from citizens, contractors, and builders regarding the codes and compliance processes.
- Researches and validates property locations and ownership by examining tax records, GIS maps, and property deeds.
- Investigates complaints on alleged nuisances or violations of minimum housing, zoning, and other code violations.
- Interviews residents and neighbors, takes photos of property or nuisance conditions, and gather any other relevant information to give full assessment of complaint.
- Advises property owners of restrictions on the use and zoning of land and property; gives notice of violations, appeals process, and re-inspection dates if violations are resolved.
- Consults with supervisor on the process for taking enforcement action through the court; testifies in court on work performed and interpretations of the various codes and ordinances.
- Performs related duties as required and assigned.

Knowledge, Skills, and Abilities

- Thorough and sufficient technical knowledge of the current City zoning ordinance, minimum housing ordinance, nuisance abatement ordinances, and general code of ordinances.
- Thorough knowledge of effective oral and written communications techniques when interacting with the public, contractors, and others.
- Thorough knowledge of the purpose and use of common office-based technology such as programs for word processing, printing, and database management.
- Thorough knowledge of effective communications techniques to establish and maintain effective working relationships with property owners, renters, landlords, and other persons with a property interest.
- Ability to communicate firmly, effectively, and tactfully with contractors, landowners, and the general public.
- Ability to explain the intent of the zoning, minimum housing and nuisance ordinances.
- Ability to identify problems and errors in construction and procedures for corrections.
- Ability to prepare detailed inspection reports.
- Ability to testify in court regarding work performed and interpretations of the various codes and ordinances.

QUALIFICATIONS:

High School Diploma or GED equivalency and a minimum of two (2) years' work experience in code enforcement, construction, inspections, or an equivalent combination of education and experience.

Physical Requirements and Working Conditions

Work in this class is described as light using a negligible amount of force constantly to move objects and may occasionally require some physical exertion to complete tasks. Work typically involves the ability to physically perform the basic life operational functions of stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, and repetitive motions. Employee is required to have close visual acuity to prepare and analyze data and figures, operate a computer terminal, perform extensive reading, perform visual inspection of small defects and parts, and use measurement devices. Employee is subject to both inside and outside environmental working conditions. The employee is subject to extreme weather conditions, noise and frequently works in close quarters, crawl space, shafts, man holes, small enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia.

SUPPLEMENTAL INFORMATION:**Special Requirements**

- Valid North Carolina Driver's License
- Ability to obtain CZO certification within one year
- Ability to obtain NCAHCO certification within one year

Inclement Weather Classification: Nonessential

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.burlingtonnc.gov>

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Position #2020-00068
CODE ENFORCEMENT OFFICER
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