

## **Job Title: Code Enforcement Officer**

Job Type: Full-Time Permanent

Job Close Date: Open Until Filled

Salary Range: DOQ

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### **General Definition of Work**

Performance of skilled, technical work comprised of inspections of building, electrical, mechanical, and plumbing components to ensure compliance with North Carolina State Building Codes. Review of plans, enforcement of the Town's Code of Ordinances to ensure the health, safety, and general welfare of the public, maintaining appropriate records and files, preparing reports, and related work as apparent or assigned. Work is performed under the close supervision of the Community Development Director.

### **Essential Functions, Knowledge, Skills, and Abilities**

Performs electrical, building, mechanical, plumbing, and minimum housing inspections. Inspects and/or investigates potentially dangerous or illegal conditions involving existing structures. Examines plans for code compliance, generates and maintains files, interacts with citizens in investigating complaints, inquiries, and requests. Attends training/meetings to stay up to date on codes, technology, and policies. Provides recommendations for updated ordinances and practices.

Knowledge of all types of construction materials and methods and of stages of construction; knowledge of state building, electrical, mechanical and plumbing codes and related laws and ordinances; ability to detect poor workmanship, inferior materials and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; firmness and tact in enforcing building codes; ability to establish and maintain effective working relationships with contractors, building owners, associates and the general public.

High school diploma or GED and experience in building trades, or equivalent combination of education and experience.

### **Special Requirements**

Possession of electrical, building, mechanical, and plumbing Level I certification or ability to obtain Level I certification in all fields within two years of hire. Possession of Level I certification and ability to obtain Level II within two years of hire preferred. One-year experience in code enforcement preferred. Valid NC State driver's license.

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires standing, sitting, crouching, climbing, balancing, walking, and crawling. Communication and vision abilities to listen, visualize, and voice concerns, directions, and information. Ability to prepare and analyze written or computer data. Ability to operate and use measuring devices, motor vehicles, equipment, and computer software. Work frequently requires exposure to risk of electrical shock, moving mechanical parts, noise, wet, humid conditions, extreme cold/heat (both non-weather and outdoor conditions), high, precarious places, fumes or airborne particles, and exposure to toxic or caustic chemicals.

Applications available on the Town website [www.hollyridgenc.org](http://www.hollyridgenc.org) or at Town Hall at 212 N. Dyson Street. Mail or bring resume with an application to Holly Ridge Town Hall, PO Box 145, Holly Ridge, NC 28445 ATTN: Community Development Director Nathan Rhue. Open until filled. EOE.