

## **Code Enforcement Officer**

### **General Statement of Duties**

Performs intermediate technical work enforcing the zoning ordinance and various environmental codes; does related work as required. Work is performed under the regular supervision of the Inspections Director, with additional work assigned by the Development Director.

### **Distinguishing Features of the Class**

An employee in this class is required to possess a general knowledge of practices and procedures associated with managing building and local land use and zoning code compliance and perform a variety of administrative and paraprofessional functions. The position manages the administration of code issues from discovery to compliance which requires excellent communications skills and knowledge of compliance tools provided in local, state and federal regulations. While applicants will not be expected to be familiar with the Mebane Unified Development Ordinance upon hiring, a working knowledge of this document is required within six months. The position will spend a significant amount of time developing, maintaining and enforcing compliance processes and procedures as well as conducting administrative tasks. The Code Enforcement Officer works closely with internal and external customers on a regular basis to provide customer service on data management, inspections and code issues.

### **Illustrative Examples of Work**

**Enforcing zoning ordinance and various environmental and minimum housing codes; inspecting properties; maintaining records; preparing reports.** (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Investigates violations associated with minimal housing, abandoned structures, abandoned property, weeds, junk and other nuisances identified by the codes of the City of Mebane.
- Enforces the Mebane Unified Development Ordinance.
- Researches statutes and code regulations; provides advice to the public on code applications, ordinances and statutes.
- Conducts field inspections and on-site inspections of property, existing and proposed land use, vehicles, signs, landscaping, parking and rights-of-way to determine compliance with code regulations.
- Initiates action on violations; issues citations to resolve code violations; continues follow-up enforcement as necessary; files, logs and maintains records.
- Consults with citizens, contractors, architects and engineers regarding their application to help ensure compliance with ordinances, regulations and codes.
- Removes illegal signs from rights-of way.
- Installs and removes public hearing signs.
- Performs related tasks as required.

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of North Carolina zoning laws and various environmental codes;
- Ability to read and interpret blueprints, site plans and designs to ensure compliance with appropriate ordinances and codes;

## Code Enforcement Officer

Page 2

- General knowledge of legal procedures related to the enforcement of ordinances and codes;
- Ability to prepare factual reports and present same to appropriate board or council;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain effective working relationships with contractors, public officials, associates and the general public;
- Ability to enforce ordinances and regulations with firmness, tact and impartiality.

### **Physical Requirements**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires walking, stooping, climbing, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, and use of measuring devices.

### **Working Conditions**

Employee is subject to inside and outside working conditions with outside work performed in both cold and hot weather conditions. Work duties primarily feature interacting with private property owners on their property without other staff present. The employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation and to injury by walking on uneven grounds, high weeds, and dilapidated buildings. Duties may expose the employee to conditions that may be subject to the final standards of OSHA blood borne pathogens policies. Must use/wear personal protective equipment as required.

### **Educations and Experience**

Considerable experience as a building code, zoning, or nuisance abatement official, police officer, or equivalent enforcement role preferred. Requires a high school diploma or GED equivalent.

### **Special Requirements**

- A valid North Carolina driver's license
- Proficiency or fluency in speaking Spanish preferred

**FLSA Status:** Non-exempt

### **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.  
July 2019