

**CODE ENFORCEMENT OFFICIAL**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Inspections

**REPORTS TO:** Chief Code Enforcement Official

**CLASS SUMMARY**

Enforces building codes within the County by reviewing projects and conducting field inspections.

**DISTINGUISHING CHARACTERISTICS**

The Code Enforcement Official is the first level of a three level code enforcement series. The Code Enforcement Official is distinguished from the Senior Code Enforcement Official who serves as a lead to the Code Enforcement Official and an assistant to the Chief Code Enforcement Official or functions as a plans reviewer/project manager.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Reviews residential and commercial construction projects' compliance with the building codes to include inspecting blueprints and schematics; reviewing contractor licenses; and, interpreting appropriate construction ordinances.
- Conducts field inspections of construction projects which includes making on-site observations of foundations, plumbing, and wiring at various stages of construction; consulting with contractors as necessary; and, completing written reports of inspections.
- Reviews permit applications for projects not requiring plan submission and issues appropriate permits.
- Interacts with the public and members of the construction trades to include providing advice on applicable building ordinances; conducting informational programs on construction guidelines; and, investigating reports of non-compliance.
- Performs appraisals of damages resulting from natural disasters.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Specified positions are designated as multi-trade specialist positions. In addition to the above duties, the following duties apply:

- Performs multi-trade inspections of mobile homes, water heaters, condensing units and other inspections of similar scope and complexity.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- State and local building codes;
- Federal Emergency Management Agency policies and procedures;
- Construction materials;
- Basic carpentry, electrical, and plumbing techniques;
- Techniques for inspecting electrical wiring and plumbing;
- Basic mechanical principles.

Skill in:

- Reading architectural and engineering drawings and schematics;
- Providing customer service;
- Preparing and delivering presentations;
- Assessing damages and estimating repair costs;
- Interpreting and applying building code provisions;
- Driving a vehicle;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**CODE ENFORCEMENT OFFICIAL****TRAINING AND EXPERIENCE**

The ideal minimum certification for all Code Enforcement Official positions is a Level III Certification. However, when necessity dictates, employees with a lower level certification may be hired with an expectation they will obtain higher certifications within a reasonable time period. The entry minimum training and experience requirement is a Level I Certification.

(Entry requirements are dictated by General Statutes and employees must meet requirements as stated.)

**Note:** This is a broad class and pay differentials are used to distinguish between levels of certification held or position assignment.

**LICENSING/CERTIFICATION**

- Code Enforcement Official certification in area of assignment. For a pay zone 1 and 2, Level I and II Certification, respectively, are required; for a pay zone M (multi-trade specialist), a Level II in one trade area and a Level I in at least two additional trade areas is the entry requirement; for a pay zone 3, a Level III Certification in the area of assignment is required.
- NC Driver's License.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to vibrations, fumes, odors, dusts, poor ventilation, inadequate lighting, work space restrictions, travel, and extreme weather conditions.

**GENERAL INFORMATION**

FLSA Status: Non-exempt

Class Spec Established/Revised: E10/99; R7/01; R02/06