



Madison County Vacancy Announcement

Code Enforcement Officer Inspections and Zoning Department

Position Summary:

Performs work in administering and enforcing the North Carolina Building, Plumbing, Mechanical, Electrical, and Fire Codes as well as other Madison County Ordinances which pertain to building and development. Assist in the enforcement of the Madison County Land Use Ordinances. Applicant will be required to perform field inspections in a variety of constructions phases for compliance with stated codes, plan review when deemed appropriate, and perform written reports as to results of inspections, along with necessary correspondence to property owners and contractors. Applicant may be called upon to perform additional administrative duties related to the job.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Investigates violations associated with state building codes and with the local codes of Madison County.
- Oversees code compliance processes for development codes.
- Provides technical assistance and information to staff and the public in the administration/enforcement of the County codes.
- Reviews permit applications to assure compliance with requirements of the Building Code and County Codes, including Fire Codes.
- Performs basic building code field inspections.
- Participates in fire code inspections and enforcement; performs plan review; works with businesses and places of public assembly to insure fire safety and prevention.
- Performs routine office tasks in designated program areas, including data entry, files management, copying and answering telephone.
- Develops and maintains automated tracking systems, hard copy files and records.
- Researches and compiles information on a variety of development/permitting issues from multiple sources.
- Prepares public notices and verifies they are sent to the correct property owners.
- Prepares maps, charts and tables of limited complexity.
- Attends public meetings, assisting other planning and development staff as appropriate.
- Compiles, collects, prints and records a variety of data and records for analysis of trends and preparation of reports; creates reports and data bases; maintains databases.
- Instructs the public on the need for various permits.

- Perform other related activities as may be assigned.

Education and Experience:

Graduation from high school or GED equivalency; supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration or other related field preferred. At least one (1) year of experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation or customer service capacity. Experience that includes the enforcement of local codes is desirable. Experience in fire inspections is desirable.

Knowledge, Skills, and Abilities:

- Knowledge of processes utilized for code compliance.
- Knowledge of building code and associated trades and permitting processes principles and practices, including pertinent specialties.
- Knowledge of effective writing techniques.
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, including experience in Microsoft Excel spreadsheets, internet applications and GIS.
- Knowledge of County zoning ordinances, FEMA, CAMA and related flood and environmental laws and codes.
- Strong customer service and oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Skill in collaboration conflict resolution.
- Ability to establish and maintain effective working relationships with contractors and the public.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to perform administrative and computer related tasks and to inspect buildings.

Requirements: Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is required to submit to health and safety sensitive random drug screens.

Must possess a valid North Carolina Driver's License.

This position must be willing to share in on-call duties of the department.

Salary: \$32,620-\$43,838, depending on qualifications. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.

