



Madison County Vacancy Announcement

Code Enforcement Officer Development Services Department

Position Summary:

Performs intermediate skilled inspection work in the enforcement of state and local building codes governing one or more of the following areas of building trades: electrical, building (construction and energy), mechanical, and plumbing; as well as other Madison County Ordinances pertaining to building and development. Inspects buildings in the process of construction, alteration, or repair for compliance with building code requirements, approved plans, construction, installation, and safety practices; issues inspection certificates for approved installation; performs related work as required. May be required to perform additional administrative duties related to the job. Work is performed under general supervision.

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.

Minimum Qualifications:

Note: Candidates without the required certifications must be pre-qualified by the Department of Insurance as eligible for probationary certificate in order to be hired. Pay rate will be commensurate with Certifications. Possession of a valid North Carolina driver's license.

- Code Enforcement Officer I: High school diploma or equivalent; one (1) year of experience in residential and/or commercial electrical, building, mechanical or plumbing construction work). Must possess and maintain a valid North Carolina driver's license.
- Code Enforcement Officer II: High school diploma or equivalent; three (3) years of experience in residential and/or commercial electrical, building, mechanical, or plumbing construction work; or the equivalent in education and experience.
 - Required Certifications: Limited or Standard Level III Certification in one trade and Level II in two trades (electrical, building- includes energy conservation, mechanical, and plumbing). Must possess and maintain a valid North Carolina Driver's License.
- Code Enforcement Officer III- High school diploma or equivalent; five (5) years of experience in residential and/or commercial electrical, building, mechanical, or plumbing construction work; or the equivalent in education and experience.

- Required Certifications: Limited or Standard Level III Certifications in two trades and Level II Certifications in two trades (electrical, building-includes energy conservation, mechanical and plumbing). Must possess and maintain a valid North Carolina driver's license.

Essential Functions

- Inspect residential and commercial buildings in the process of construction, alteration or repair for compliance with building code requirements.
- Interpret, apply and enforce the rules and regulations relating to construction, repair and maintenance of residential and commercial buildings. Review and study building code regulations to stay informed of changes in building codes and ordinances.
- Receive and answer inquires concerning planning, inspections, and permit procedures.
- Check plans and specifications for proposed installation to ensure the codes and ordinances have been followed.
- Inspect electrical installations, heating and air condition systems, plumbing systems, and facilities for compliance with code requirements; check plans and specification for the proper compliance with safety standards and fire hazards; inspect mobile homes and mobile home parks for adherence to applicable codes and County ordinances
- Notify contractor/builder of code violations with written compliance report at the time of inspection.
- Maintain all necessary reports and records pertaining to inspections and code enforcement work.
- Attend and participates in meetings, and/or prepare correspondence, with builders, contractors, buildings owners and occupants, to advise them of code changes and violations at constructions sites.
- Conducts inspections of building, plumbing, electrical, and mechanical codes for the County.
- Inspects buildings in process of construction or alteration, and new and existing residences for conformance of safety codes, and of commercial schools and residences in each of the four trade areas.
- Performs field inspections required to enforce a variety of ordinances and regulations.
- Performs electrical inspections.
- Performs plan reviews in Building, Electrical, Mechanical, and Plumbing.
- Assists with permitting as needed.
- Performs other related duties as assigned.

Knowledge Skills, Abilities:

- Knowledge of building construction, materials, and practices of building trades
- Knowledge of state and local ordinances and codes administered through the Inspection Department applicable to the inspector's area of certification
- Knowledge of County Geography
- Ability to detect and locate defective workmanship in construction or repair of buildings
- Ability to interpret blueprints, diagrams, specifications, codes, and building regulations
- Considerable knowledge of modern practices and materials used in the installation, construction, repair, and maintenance of a variety of electrical, plumbing, and mechanical equipment, appliances and fixtures.

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, 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.

Salary: Minimum pay \$32,267 pay to be determined based 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