



MADISON COUNTY LOCAL GOVERNMENT VACANCY ANNOUNCEMENT

Inspections Department Code Enforcement Officer Temporary, Part-Time

Position Summary:

Seeking an experienced Code Enforcement Officer or Building Safety professional to join the Development Services team within our Inspections Department. The ideal candidate would have a strong construction background in building, plumbing, mechanical and/or electrical trades. Code Enforcement Officials are responsible for enforcing codes and regulations for commercial and residential construction projects

This position is temporary, through 6/30/25, and will be scheduled for up to 20 hours per week. At this time, there are not any opportunities for additional hours weekly. This position could continue as a temporary, part-time position, into the next fiscal year, beginning 7/1/26.

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

Where to Apply:

To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>

This position is open until filled. Submit a completed NC State Application to the Madison County Human Resources Department at HR@madisoncountync.gov. ***Resumes will not be accepted without a completed application.*** Application must include a summary of job duties performed and work experience. "See resume" on application is not acceptable.

Applications can also be mailed to the Madison County Human Resources Department:
PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

Duties & Responsibilities:

- Inspects commercial and residential construction for compliance with National Electric Code, NC Building Code, Plumbing Code, Mechanical Code, and Energy Conservation Code.
- Perform site visits to review zoning compliance.
- Perform site visits to review complaints filed by citizens.
- Coordinate mapping projects and oversee them with the County mapper.
- Review zoning applications for compliance with ordinances and regulations.
- Review site plans for development regulation and compliance and other applicable laws.
- Review plans, specifications and data sheets for code compliance.
- Draft documents and ordinance language, review and compile ordinance information for appropriate boards.
- Taking applications from the general public and issue permits when necessary.
- Answer phone calls and respond to inquiries about regulations, codes, and complaints.
- Performs other duties as assigned by the Lead Code Enforcement Officer.

Qualifications:

- ✓ High School Diploma or equivalency supplemented by vocational course work and/or special training in building, plumbing, mechanical, and electrical inspections, AND
- ✓ At least 3 years of experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of this position.
- ✓ Desired applicants would possess an NC Inspections certification or be able to obtain said certifications within a reasonable amount of time.
- ✓ Must possess a valid NC Driver's License.

Knowledge, Skills, and Abilities:

- Knowledge of building, electrical, mechanical, and plumbing construction practices, materials, and equipment.
- Understand the process of site development and be familiar with the development processes.
- Considerable knowledge of state and local codes and ordinances administered through the Inspections and Zoning Department.
- Working knowledge of County geography and an ability to read site plans with multiple features.
- Understand and interpret NC General Statutes.
- Skill in organization, scheduling, and coordination of multiple activities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with staff, participants, and community members.
- Ability to use computer applications including MS Word, Excel, and Outlook.

Physical Requirements:

Employee is subject to varying outdoor weather conditions, noise, and other conditions that can be typical of construction. Must be able to perform work exerting up to 75 pounds of force occasionally and up to 50 pounds frequently. Must be able to perform the basic operational functions of standing, walking, bending, reaching, lifting, and carrying. Ability to physically maneuver on scaffolds, structural members, and in cramped quarters to accomplish thorough inspections.

Requirements:

Applicants may be subject to a criminal background check. Effective October 1, 2025, in accordance with NC State Law, all applicants for positions that involve working with children in any capacity are required to undergo criminal history record checks conducted by the North Carolina State Bureau of Investigation (SBI). Applicants will be required to take and pass a Pre-Employment Drug and Alcohol screening and will be subject to random drug screenings throughout their employment.

Salary:

\$23.00 per hour (Temporary, up to 20 hours per week, through June 30, 2026)

This is a temporary, part-time position with the Madison County Inspections Department. This position is not eligible for any employer sponsored benefits and will not accrue any Sick or Vacation Leave. Not eligible for Holiday Leave.