

## **CODE ENFORCEMENT MANAGER**

### **DEFINITION OF WORK**

An employee in this class performs managerial, technically difficult, and administrative work in directing the inspections work in the enforcement of local ordinances concerning zoning, minimum housing, conditional use, subdivision, communication towers, manufactured homes and home parks; and provides support for zoning enforcement activities in contracted municipalities. An employee in this class plans, organizes, and directs a work unit responding to a rapidly growing County involving short and long range planning, and budgeting including projecting staffing, technology systems and expansion and other resources. Work includes technical and administrative supervision of employees performing technical, administrative, and investigative work in the enforcement of zoning ordinances for the County, as well as municipalities within the County. Work is performed in accordance with established codes, laws and regulations, but considerable independent judgment and technical knowledge are required in making decisions. Significant public contact is involved in working with various state departments and other County departments, builders, contractors and the general public. Considerable tact and firmness must be exercised in enforcement duties. Work is performed under the general supervision of the Deputy Planning and Inspections Director and is evaluated through conferences and review of work performed.

### **EXAMPLES OF WORK**

Employee in this class plans on short and long term basis for code enforcement operations; sets goals and internal Department policies and procedures; plans, projects; develops and recommends annual budget covering staffing, technology, equipment and supplies to support response to total inspections workload demands; supervises technical code enforcement; sets internal procedures and is responsible for training, performance evaluations and initiating discipline within county policy; makes recommendations on hiring, salary increases, and dismissal to the Deputy Planning and Inspections Director; handles customer complaints concerning construction quality and other issues; interprets codes, and advises contractors and property owners on code regulations; ensures inspections completed, contractors meet state requirements, and that appropriate reinspections and corrective actions are taken; maintains records of inspections performed and prepares necessary reports; recommends judicial actions and testifies in court against violators of state building code; supervises the work of employees engaged in the enforcement of various zoning, subdivision, and communications ordinances; researches and makes recommendations concerning zoning and land use regulations; and handles complaints concerning zoning; conducts field inspections to determine compliance with plans submitted and various zoning ordinances and land use regulations; reads, interprets, and verifies site plans; conducts zoning enforcement activities in municipalities, applies the zoning regulations of that community; conducts planning and development research relative to specific projects; works with County Attorney to bring compliance to issues that have reached limits of zoning enforcement; attend Board of Adjustment meetings and address the Board as necessary regarding clients who are applying for conditional use permits, variances or appeals that have stemmed from some form of zoning violation; performs related work as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Graduation from a community college with a degree in land use programs plus four years of progressive experience in code enforcement; or an equivalent combination of education and experience.

**Knowledge, Skills, and Abilities:**

Thorough knowledge of minimum housing requirement and enforcement enforcement; considerable knowledge of construction and building practices to ensure housing repairs are done in accordance with code requirements; considerable knowledge of the trades; considerable knowledge of legal procedures as related to the enforcement of zoning laws and ordinances; considerable knowledge of planning techniques, tools and procedures including drafting and graphics; general knowledge of research techniques and reporting methods; skill in the collection, analysis and presentation of technical data and zoning recommendations; ability to enforce regulations with fairness and persuasiveness; ability to plan, direct and coordinate the various stages of inspections services; ability to supervise the work of others, including effective communication and motivation; ability to establish and maintain harmonious relationships with staff, other department heads, County and State officials, architects, contractors, builders, and the general public; ability to present facts and recommendation effectively in oral and written form; ability to deal firmly and tactfully in enforcement.

**SPECIAL REQUIREMENTS**

Possession of a Minimum Housing Level 1 certification. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

**ADA REQUIREMENTS**

Employees are subject to hazards associated with indoor and outdoor environments to include working in excessive heat and cold; work requires exposure to unsanitary, unsafe and deplorable housing conditions, vermin infestation and loose animals; harmful acts from others are always possible. Employees are exposed to collapsing floors and roof, broken glass, raw sewage, and pot holes.

**PHYSICAL REQUIREMENTS**

Must be physically able to operate a variety of machinery and equipment including computers, telephone, fax, phone system and digital camera; must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects; physical demand requirements are in excess of those for sedentary work and usually requires walking or standing to a significant degree; must be able to communicate via a telephone, and possess visual acuity to operate a computer, read maps and make visual inspections; must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.