

CODE ENFORCEMENT OFFICER

DEFINITION OF WORK

Employees in this class perform administrative and inspections work in the enforcement of local ordinances concerning zoning, minimum housing, conditional use, subdivision, communication towers, manufactured homes and home parks; and provide support for zoning enforcement activities in contracted municipalities. Employees in this class perform technical, administrative, and investigative work in the enforcement of zoning ordinances for the County as well as municipalities within the County. Work includes inspecting manufactured home parks and homes and obtaining compliance with County and Town ordinances, issuing permits and conducting site plan compliance inspections; work may also include identification and removal of abandoned mobile homes. Independent judgment and initiative must be exercised in determining if zoning ordinance requirements are met and in performing various planning duties as assigned. Considerable tact and firmness are required in dealing with property owners and the general public on zoning ordinance matters. Work is performed under the general supervision of the Code Enforcement Manager and is evaluated through conferences and review of work performed.

EXAMPLES OF WORK

Employees in this class administer and enforce various zoning, subdivision, and communications ordinances; research and make recommendations concerning zoning and land use regulations; and handle complaints concerning zoning; conduct field inspections of commercial and residential property as well as housing developments, for components such as set backs, parking lots, buffers, street lights and plantings to determine compliance with plans submitted and various zoning ordinances and land use regulations; read, interpret, and verify site plans; conduct zoning enforcement activities in municipalities, applying the zoning regulations of that community; conduct planning and development research relative to specific projects; inspect mobile home parks; issue licenses if in compliance or works with owners to obtain compliance; inspect mobile homes for set-up and authorize issuance of certificates of occupancy; issue civil citations; post notices of zoning violations; draft and mail violation notices and civil citations; work 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; ride throughout the County to locate abandoned mobile homes; research property ownership and notify owners about removal options; coordinate removal process or legal process to enforce removal; meet with landowners, homeowners and contractors concerning assigned zoning areas; maintain records and prepare periodic and special reports; and perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

High school graduation and two years of experience in planning, zoning, inspections, housing code administration, land use regulations, real estate, land surveying or CAD and map making, including considerable public contact, preferably in an enforcement capacity; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

For positions involved in minimum housing, the requirements are working knowledge of the principles and practices of minimum housing and abandoned, derelict, and junked vehicles enforcement and knowledge of construction and building practices to ensure housing repairs are done in accordance with code requirements; working knowledge of carpentry, plumbing, electrical and mechanical. Minimum housing and zoning work requires the general knowledge of legal procedures as related to the enforcement of zoning laws and ordinances; general knowledge of the principles and practices of rural and urban planning; general 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.

SPECIAL REQUIREMENTS

Possession of a Minimum Housing Level 1 certification is preferred or ability to obtain Minimum Housing Level 1 certification within two years of employment. 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.