



ONSLow COUNTY
invites applications for the position of:

Code Enforcement Officer-Residential

SALARY: \$18.51 - \$24.06 Hourly
\$1,480.80 - \$1,924.80 Biweekly
\$38,500.80 - \$50,044.80 Annually

OPENING DATE: 11/28/17

CLOSING DATE: Continuous

JOB DESCRIPTION:

Performs intermediate technical and administrative work participating in the enforcement of the North Carolina State Building Codes primarily involving residential structures, and related work as apparent or assigned. Work is performed under the general direction of the Code Enforcement Administrator - Residential.

POSITION RESPONSIBILITIES:

- Plans, coordinates and participates in building, electrical, mechanical, fire, and plumbing plan review and inspection activities primarily related to residential structures
- Coordinates plan review and inspection activities with architects, contractors and citizens
- Issues stop orders on unauthorized building activities
- Receives, investigates, and takes action on complaints and suspected code violations
- Maintains records and files
- Prepares a variety of reports and correspondence on inspection matters
- Performs assigned functions as a Disaster Ready Team (DRT) member, if appointed or volunteers
- Performs related tasks as required

QUALIFICATIONS:

Thorough knowledge of the principles and practices of building, electrical, plumbing, and mechanical inspection primarily related to residential structures; thorough knowledge of building, construction, engineering and structural engineering principles and practices; ability to operate standard office equipment including a personal computer and applicable office productivity software; ability to plan, direct and coordinate the various phases of inspection services; ability to present facts and recommendations effectively in oral and written form; firmness and tact in enforcing building codes; ability to establish and maintain effective working relationships with associates, government officials and the general public.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS:

High school diploma or GED with coursework in building concepts, or related field and considerable experience in electrical, building, mechanical, or plumbing construction or inspections, or equivalent combination of education and experience.

A valid driver's license is required.

Salary will be determined based on qualifications, internal equity, budget and market considerations.

In order to be considered for this position, your final transcript showing the date that your degree was awarded and/or any required certificates or licenses must be uploaded with your application even if you are a current employee or we have received it with a previous application.

Special Requirements: Possession of North Carolina Level I Standard Certificates in all trades –

electrical, plumbing, mechanical, building, and fire or the ability to obtain Level I Standard Certificates in all trades within the first 30 months of employment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.onslowcountync.gov>

Position #4911-00130
CODE ENFORCEMENT OFFICER-RESIDENTIAL
SM

234 Northwest Corridor Boulevard
Jacksonville, NC 28540
910-347-7600

Code Enforcement Officer-Residential Supplemental Questionnaire

- * 1. What is your highest level of education?
 - High School Diploma or GED
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
 - Doctorate
- * 2. Have you had major coursework in the areas of building and construction?
 - Yes
 - No
- * 3. How many years of experience do you possess in residential electrical, building, mechanical or plumbing construction or inspections work?
 - Less than one year
 - One year
 - 2 years
 - 3 years
 - 4 years
 - 5 or more years
- * 4. Do you meet the requirements of NC Code Qualifications Board as a Level 1 Inspector?
 - Yes
 - No
- * 5. Do you possess a driver's license that is valid in the State of NC?
 - Yes
 - No
- * 6. Based on your review of the position requirements, are you able to perform the position duties with or without reasonable accommodation?
 - Yes
 - No
- * Required Question