

CODE ENFORCEMENT OFFICER

Closing Date: 07/28/2021

GENERAL STATEMENT OF WORK:

Under limited supervision, performs a variety of technical duties as part of the City's Administration department; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, public nuisances, minimum housing, health and safety, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments. Work is performed under the supervision of the City Manager. Salary Range: **34,000 – 47,000.**

DUTIES:

Performs a variety of field and office work to track violations and ensure compliance with applicable regulations. Receive and respond to citizen questions and complaints regarding alleged violations of town codes and ordinances. Operate a computer to research properties and acquire data relative to potential code violations. Conduct field investigations; inspect properties for violations; attempt to make contact on site in order to resolve violations. Patrol assigned areas in a City vehicle as needed to identify and evaluate problem areas and/or code violations; determine proper method to resolve violations. Issue notices of violation, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue civil citations and follow enforcement procedures as outlined in the applicable code or ordinance. Maintain accurate documentation and case files for all code violation investigations, inspections, enforcement actions, and other job-related activities. Prepare evidence in support of legal actions taken by the City if necessary; appear in court if needed. Attend meetings as needed and serve as a resource to other City departments, the general public, and outside agencies; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, in the office, via e-mail and on the telephone.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, fingering, grasping, feeling, talking, and hearing. 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 work with data and figures, operate a computer terminal, do extensive reading, use measurement devices, and perform building inspection tasks.

DESIRABLE EDUCATION AND EXPERIENCE:

High School Diploma as a minimum, preferably an Associate's Degree. Experience in law enforcement, planning and zoning, code enforcement, or another related field is preferred.

LICENSES AND CERTIFICATES:

Possession of a valid driver's license is required. Possession of Certified Zoning Official (CZO) certification or ability to obtain within one year.

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The successful applicant must be able to successfully pass a pre-employment drug screen and background investigation. Applications are found online at <https://cityofsouthport.com/top-menu-items/employment/>.

A completed city application form, resume, and cover letter are required to be considered for this position. Application packets may be submitted by email to hr@southportnc.org or mailed to City of Southport, Attn: HR Dept., 1029 N. Howe St, Southport, NC 28461.