

**NORTHAMPTON COUNTY LOCAL GOVERNMENT
NOTIFICATION OF POSITION VACANCY**

November 29, 2023

Northampton County is accepting applications for a Code Enforcement Director. An employee in this class supervises and participates in the inspection of construction and installation work in progress to enforce State building codes in the four trade areas of building, plumbing, electrical and mechanical and the enforcement of zoning codes and County ordinances. Work includes the inspection of residential and commercial properties for compliance with State building codes and local ordinances; providing information to the public and assisting them in achieving compliance with codes and ordinances; issuing permits; performing plan review of site and building plans for code compliance; and maintaining records of inspections and reports on code enforcement activities. Work involves frequent field checks to inspect construction work in various stages of completion and frequent public contact responding to questions and explaining technical building codes. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public.

Education: Graduation from high school with coursework in building trades or related field and considerable experience in the building construction trades and code enforcement, including supervisory experience; or an equivalent combination of education and experience.

PLEASE SUBMIT A RESUME AND NORTHAMPTON COUNTY APPLICATION
AVAILABLE AT www.northamptonnc.com

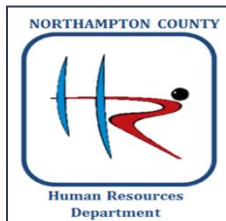
Mail applications to: Human Resources Department, Attn: HR Director, P.O. Box 367, Jackson,
North Carolina 27845

Grade 72 – Salary Range: \$70,000 – NEGOTIABLE

Application deadline: OPEN UNTIL FILLED

NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES
ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS.

NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL SUCCESSFUL
CANDIDATES WILL BE SUBJECT TO DRUG TESTING AS A CONDITION OF
EMPLOYMENT



Northampton County Local Government Job Description Code Enforcement Director

General Statement of Duties

Performs skilled technical work supervising and participating in the inspection of buildings and properties to ensure compliance with state building codes and local ordinances.

Distinguishing Features of the Class

An employee in this class supervises and participates in the inspection of construction and installation work in progress to enforce State building codes in the four trade areas of building, plumbing, electrical and mechanical and the enforcement of zoning codes and County ordinances. Work includes the inspection of residential and commercial properties for compliance with State building codes and local ordinances; providing information to the public and assisting them in achieving compliance with codes and ordinances; issuing permits; performing plan review of site and building plans for code compliance; and maintaining records of inspections and reports on code enforcement activities. Work involves frequent field checks to inspect construction work in various stages of completion and frequent public contact responding to questions and explaining technical building codes. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public. Technical judgment is required to interpret provisions of the codes as applied to practical construction projects and hazard mitigation. Work subjects the employees to inside and outside environmental conditions; extremes in temperature; hazards associated with construction work; and requires work in crawl spaces and similar enclosed spaces. Work is performed under the general supervision of the County Manager and is evaluated through observation, periodic conferences, review of reports and records, enforcement activities, and through contractor and public feedback.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, coordinates, supervises, and participates in the inspection activities with responsibility for enforcing the laws, ordinances and codes relating to the construction and alteration of properties within the County.
- Inspects building construction for compliance with building, electrical, plumbing, and mechanical codes, and for compliance with local and federal floodplain regulations; inspections may include both residential and commercial; conducts re-inspections for quality control; issues stop work orders; and advises contractors in interpreting and applying code regulations.
- Reviews site plans, blueprints, and building plan specifications to ensure compliance with State building codes and County ordinances.
- Participates in pre-construction meetings with contractors and engineers to explain the permitting process and specific code requirements.
- Provides guidance to staff on code interpretation and enforcement; makes final

- determination regarding interpretation of state and local codes and ordinances.
- Reviews, approves and signs building permit applications; oversees the permitting process and the issuance of building and zoning permits and certificate of occupancy.
 - Ensures construction is properly permitted and inspected; determines if corrective actions have been taken; issues enforcement orders, including stop work orders and condemnation.
 - Receives and pursues complaints alleging code or development ordinance violations or defective construction or installations; corresponds with property owners about violations and defects; resolves enforcement problems.
 - Conducts routine evaluations of various inspections related processes and functions and recommends improvement in overall efficiency and delivery of services to the general public.
 - Prepares and maintains the department budget; approves expenditures; maintains line items.
 - Hires, trains, supervises, and inspects the work of staff; coaches, counsels, and evaluates staff performance; approves timesheets and leave requests; develops staff schedules.
 - Establishes and maintains manual and computerized records of inspections and construction activities and prepares necessary reports.
 - Attends classes, seminars, and conferences to retain certification and enhance knowledge of trends and development in the field of building code inspection.

Additional Job Duties

Performs other related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of State building codes, zoning codes, and County ordinances.
- Considerable knowledge of construction and system installation procedures in electricity, plumbing, heating, and air conditioning systems.
- Skill in the interpretation of codes and ordinances and their application to specific situations.
- Skill in reading, reviewing, and interpreting plans and specification.
- Ability to analyze situations in the areas of codes, ordinances, and related functions and make technical recommendations.
- Ability to read and analyze building plans and specifications for compliance with codes.
- Ability to supervise the work of subordinates.
- Ability to enforce regulations tactfully and firmly and in a consistent manner.
- Ability to establish and maintain effective recordkeeping systems of inspections and permitting activities and records.
- Ability to communicate effectively in oral and written form and to deal tactfully and courteously with customers and the general public.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, contractors, and the general public.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing and repetitive motions.

- Must be able to perform medium work exerting up to 50 pounds of force occasionally, 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 inspect details of construction, prepare reports, prepare, and analyze figures, operate a computer terminal, do extensive reading, use measurement devices, and perform building inspection tasks.

Desirable Education and Experience

Graduation from high school with coursework in building trades or related field and considerable experience in the building construction trades and code enforcement, including supervisory experience, or an equivalent combination of education and experience.

Special Requirements

Prefer State certification as a Building Inspector at level III in the four trade areas.
Possession of a valid North Carolina driver's license.

Northampton County
2021