

ASHE COUNTY JOB DESCRIPTION

JOB TITLE: CODE ENFORCEMENT OFFICER / E-911 COORDINATOR PLANNING DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of technical duties as part of the Ashe County's Planning Department; monitors and enforces a variety of applicable county ordinances and regulations which include, but are not limited to, land use, public nuisances, junk materials/junkyards, E-911, health and safety, and other matters of public concern. Performs advanced technical work in assigning E-911 addresses of structures, maintaining appropriate databases, making site visits to assign and resolve addressing problems, coordinating address assignments with other staff and departments, and installation of county road signs. Serves as a resource and provides information on County regulations to property owners, residents, businesses, the general public, and other County departments. Work is performed under the supervision of the Planning Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

Perform 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 County codes and ordinances.

Operate a computer to research properties and acquire data relative to potential code violations.

Conduct field investigations, inspect properties for violations, and attempt to make contact at the residence or business to resolve violations.

Patrol assigned areas in a County 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; and 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 County, if necessary, and appear in court, if needed.

Attend meetings as needed and serve as a resource to other County departments, the general public, and outside agencies; provide research and documentation for meetings; and 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.

Inspection of new subdivisions to ensure compliance with County subdivision ordinance and requirements; attend and report to the Planning Board and/or County Commissioners as needed.

Assigns E-911 addresses to all new residences and businesses using GPS address points on site, uses GPS to map all new county roads, and works with surrounding jurisdictions on addresses.

Assists Planning Director with maintaining County address databases, including newly assigned addresses, address changes, and newly named roads. Assists with updates to the gated communities code list.

Notifies appropriate persons/agencies of address changes and/or resolves address issues for the public, County offices, postal service, phone companies, realtors, appraisers, mortgage lenders, insurance companies, etc.

Composes and handles all correspondence, both hard copy and email, for E-911 addressing office.

Reviews all new county subdivision plats for street and subdivision names, reviews all road naming petitions received, and enforces E-911 ordinance with regards to road naming.

Assembles, positions, securely installs and maintains county street signs, coordinates with North Carolina 811 before sign installations, and orders sign materials, including sign blades, posts, etc.

Corresponds with County 911 dispatch staff on address discrepancies as needed.

Prepares proposed expenditures for the annual E-911 budget.

Serves as a plat review officer and signs plats as needed.

REQUIRED EDUCATION AND EXPERIENCE

High School Diploma or GED and at least 4 years of experience in Law Enforcement, Planning and/or Zoning, Building Code Enforcement, or another closely-related field

OR

Associates Degree in Planning, Criminal Justice, or closely-related field, and at least 2 years of experience in Law Enforcement, Planning and/or Zoning, Building Code Enforcement or another closely-related field

OR

Bachelor's Degree in Planning, Public Administration, Criminal Justice, or a related field.

Experience that includes knowledge of Planning concepts and procedures, land use ordinances, Law Enforcement, or Building Code Enforcement is highly desirable.

Licenses and Certificates:

Possession of a valid North Carolina driver's license is required.

Attend plat review officer training.

Possession of Building Inspector Level I or higher is preferred but not required for hire. Obtainment of Building Inspector Level I may be required at a later date.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

The following generally describes the knowledge and abilities required to perform the job or which must be learned within a short period of time to successfully perform the assigned duties.

Knowledge of:

Pertinent codes, ordinances, laws, and regulations pertaining to land use, nuisance abatement, junk materials abatement, building, health and safety, and related areas.

Procedures involved in the enforcement of codes and regulations, including methods and techniques of conducting and documenting field investigations.

Knowledge of GIS maps, equipment, and their functions.

Knowledge of legal actions applicable to code enforcement compliance.

Effective public relations practices and tactful interaction with the public, coworkers, businesses, contractors, and elected officials.

Principles and procedures of detailed record-keeping using word processing software and other software programs.

Knowledge of Microsoft Office programs (e.g. Word, Excel, Outlook).

Ability to:

Independently perform a full range of County code enforcement and compliance duties. Interpret and apply applicable codes, ordinances, and regulations related to land use, nuisance abatement, junk materials abatement, and health and safety issues.

Ability to communicate both orally and in writing. Ability to effectively communicate with a diverse group of individuals in a manner that can resolve potentially volatile situations.

Inspect and identify violations of applicable codes and ordinances.

Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.

Prepare accurate and detailed documentation of investigation findings. Maintain complex logs, records, and files. Prepare technical reports and make presentations as needed, and prepare documentation for court cases, when applicable.

Work independently in the absence of supervision.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Travel throughout the county is required, including working outdoors during periods of cold, heat, rain, and snow, to perform the duties described above, as well as to attend meetings and trainings, as required.

Work is performed inside and outside an office environment and includes the operation of a computer and phone.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel and walk on uneven terrain, loose soil, and sloped surfaces; to operate office equipment requiring repetitive hand movements including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and ability to verbally communicate to exchange information.

Work ranges from medium to strenuous work, exerting up to 10-20 pounds of force constantly with some duties and up to 80 pounds of force with installation of street signs.

The employee is required to have close visual acuity to prepare and analyze data and figures, operate a computer terminal, perform extensive reading, operate a motor vehicle, perform inspections, perform GPS functions, affix signs to posts, and install signs, which may involve concreting into the ground and use of measurement devices.

SPECIAL REQUIREMENTS

Valid North Carolina driver's license.

Criminal and driving history checks may be performed in consideration of this application; employee is subject to random drug testing.

FLSA Status: Non-Exempt

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The County of Ashe reserves the right to assign or otherwise modify the duties assigned to this classification.