



CODE ENFORCEMENT OFFICER

General Statement of Duties

Performs intermediate, skilled technical work enforcing zoning ordinance and various environmental codes, inspecting properties, maintaining records and preparing various reports.

Distinguishing Features of the Class

An employee in this class is responsible for paraprofessional level planning duties enforcing residential, commercial, land use, zoning, and other ordinances. Work includes assisting customers with land use and zoning regulation interpretations, conducting initial site and plan reviews; analyzing data and drafting reports; researching records and enforcing planning ordinances and policies; and maintaining the GIS mapping and land development standards. Work is performed under the general supervision of the Planning and Development Director and is evaluated based on conferences and review of assignments.

Duties and Responsibilities

Essential Duties and Tasks

- Performs site plan reviews to assure that regulations are met; approves permits.
- Reviews subdivision plats and maps; uses computer to research property information and gather data; contacts surveyors and owners and informs of corrections and additions.
- Issues ABC/Fire permits, Wind Energy Facility permits, Wireless Telecommunications Facility permits, Sign permits and zoning permits for County.
- May conduct planning studies and updates plans, ordinances, and policies.
- Provides technical assistance to the general public, property owners, builders, developers, and contractors, by telephone and in person; explains and advises public on regulations of zoning, subdivision, mobile home park ordinances and flood ordinances; fields' telephone calls and deals with the public in person to answer questions on planning and zoning ordinances and permits.
- Assists in preparing maps, reports, and packets for various Boards and Commissions, including Board of County Commissioners, Planning Commission, and Board of Adjustment; may make presentations, as appropriate.
- Updates rezoning information in GIS system, changes in zoning categories.
- Maintains and creates GIS data base overlays as needed; responds to requests for creating maps by the Planning Department and other County departments.

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- Acts as the Code Enforcement Officer when assisting in the enforcement of County ordinances.
- Posts and removes public hearing signs for requests to go before the Board of Commissioners, Planning Board and Zoning Board of Adjustment, within time frames required by ordinance.
- Receives, reviews and processes cell tower permit applications.
- Receives and investigates complaints for all code violations; creates and maintains case files and enforces ordinances to bring the property owner into compliance and appears in court as required.
- Receives, review and processes all applications for rezoning, special use permits, variances and appeals in accordance with ordinances, policies and procedures.
- Answers questions from the public in person or on the phone regarding County ordinances.
- Writes and presents new ordinances and text amendment.
- Prepares necessary paperwork for condemnations.
- Forwards all address changes to the Information Technology Department for additions/deletions and verification.
- Schedules inspections for the Building inspectors.
- Updates ARC GIS layers (zoning, violations, special use permits, appeals and towers), and creates special projects as needed.
- Covers the front office when needed.
- Maintains the monthly meeting schedule for the Planning Commission, Zoning Board of Adjustment and Technical Review Committee.
- Attends various conferences and meetings.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge and understanding of the principles and practices of community planning.
- Knowledge of the technical ordinances, codes and regulations pertaining to land use planning and development, including zoning and subdivision principles.
- Knowledge of basic governmental and administrative frameworks involved in effective planning.
- Knowledge of GIS computer programs and operations.
- Skill in the use of computers for compiling reports, developing presentation material, and storing and retrieving data.
- Ability to enforce ordinances with tact and firmness.

- Ability to communicate effectively in oral and written forms and make presentations.
- Ability to analyze planning issues and recommend solutions.
- Ability to establish and maintain effective working relationships with County employees, officials, developers, and the general public.

Physical Requirements

- Work requires the occasional exertion of up to 10 pounds of force.
- Worker is frequently standing, walking, speaking or hearing and using hands to finger, handle or feel and occasionally requires sitting, reaching with hands and arms and repetitive motions.
- Work requires close vision, ability to focus, distance vision, depth perception, color perception and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions.
- Work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

Desirable Education and Experience

Graduation from a two-year college with a degree in planning or related field, and moderate experience in a planning capacity; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Possession of N.C. Zoning Official Certification upon hire.

Must have completed ArcGIS Training upon hire.

Carteret County
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist

management in making legal and defensible personnel decisions.