



## EMPLOYMENT OPPORTUNITY

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<b>Job Title:</b>	<b>Code Enforcement Officer II</b>
<b>Hiring Range:</b>	<b>Grade 23, \$46,167-\$68,866 annually DOE</b>
<b>Status:</b>	<b>Full-time, non-exempt position</b>
<b>Application Deadline:</b>	<b>Open until filled</b>

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### General Statement of Duties

Performs inspections work to ensure compliance of Town buildings and property with proper codes and ordinances including state building codes in five trade areas, CAMA, FEMA, and zoning codes.

### Distinguishing Features of the Class

An employee in this class is responsible for the inspection of construction, electrical, plumbing, and mechanical installations with code compliance and the reporting on inspections activities. Employees may also insure compliance with zoning codes, state fire prevention code, FEMA requirements, CAMA requirements and other state and federal flood and environmental codes and laws. Employees work daily with contractors in complying with Town ordinances and codes. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public. Work subjects the employees to inside and outside environmental conditions; extremes in temperature; hazards associated with construction work; and may require one to work in close quarters, crawl spaces, and similar enclosed spaces. Work is performed under the general supervision of the Chief Building Inspector and is evaluated based on periodic conferences, review of inspection reports, and through contractor and public reactions.

### Duties and Responsibilities

#### Essential Duties and Tasks

Inspects building construction for compliance with codes in all five trades areas including building, plumbing, electrical, mechanical and fire; monitors foundations and framing processes; inspects at all phases of the building process.

Advises engineers, builders, contractors, etc. in interpreting and applying code regulations.

Maintains records of inspections and prepares necessary reports.

Notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues stop work orders.

Maintains current knowledge of building codes and record keeping requirements.

Reviews building plans for FEMA, CAMA, and other local, state, and federal code compliance; maintains records for CRS ratings; reviews CAMA permits to determine if they require minor permit and issues; prepares and sends necessary reports to the state; refers major permit applications to the state.

Participates in site plan review.

Assists with hurricane response and inspection.

#### Additional Job Duties

Attends continuing education and training necessary to maintain all necessary certifications.

Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledges, Skills, and Abilities

Considerable knowledge of State building codes and local laws.

Knowledge of construction and system installation procedures in electricity, plumbing, heating, and air conditioning systems.

Knowledge of Town zoning ordinances, FEMA, CAMA, and related flood and environmental laws and codes.

Knowledge of the application of information technology to the work.

Skill in the interpretation of codes and ordinances and their application to specific situations.

Skill in reading and interpreting plans and specification.

Skill in collaborative conflict resolution.

Ability to establish and maintain effective working relationships with contractors and the public.

Ability to enforce regulations tactfully and firmly.

### Physical Requirements

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

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to do extensive reading, use measurement devices, operate a motor vehicle, and perform building inspection tasks.

### Desirable Education and Experience

Graduation from high school and some experience in the building construction industry and enforcement of code standards; or an equivalent combination of education and experience.

### Special Requirements

State certification as a Building Inspector and in the appropriate trades areas and levels as required by the Town at level II or above. Possession of a valid North Carolina driver's license.

### How to Apply:

Please submit a completed employment application, which can be found on the town's website, [www.oakislandnc.com](http://www.oakislandnc.com) on the "Job Openings" page. Applications can be emailed, faxed, or mailed (see below).

### Where to Apply:

Town of Oak Island  
Attn: Human Resources  
4601 E. Oak Island Drive  
Oak Island, NC 28465  
Telephone: (910) 201-8014  
Fax: (910) 278-9542  
Email: [HR@ci.oak-island.nc.us](mailto:HR@ci.oak-island.nc.us)