



EMPLOYMENT OPPORTUNITY

Job Title: **Code Enforcement Officer I**
Hiring Range: **Grade 21, \$46,168 - \$53,983 annually DOE**
Status: **Full-time, non-exempt position**
Application Deadline: **Open until filled**

General Statement of Duties

Performs inspections work to ensure compliance of town buildings and property with proper codes and ordinances including state building codes for 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.

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. State certification as a building inspector and in the appropriate trades areas and levels as required by the town; minimum of probationary level I in four trades with ability to obtain standard level I certifications in all trade areas within two years. Possession of a valid North Carolina driver's license. Preferred level 1 in four trades and working towards obtaining level 2.

How to Apply: Submit a completed employment application, which can be found on the town's website, www.oakislandnc.gov on the Jobs page. Applications can be emailed or mailed. The Town of Oak Island is an Equal Opportunity Employer.

Where to Apply: Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Telephone: (910) 201-8014
Email: HR@oakislandnc.gov