



CAREER OPPORTUNITY

Job Title:	Chief Code Enforcement Officer
FLSA Status:	Non-Exempt
Reports To:	Planning & Development Services Director
Location/Hours:	Albemarle, NC/Mon-Fri 8a-5p
Salary Range:	\$42,000 - \$50,000 annually; dependent upon education and experience
Closing Date:	Open Until Filled

Position Overview

This position is responsible for technical work enforcing state and local codes and regulations related to minimum housing and non-residential building maintenance, junk vehicles and other nuisances, zoning, and other related tasks as needed for the Planning and Development Services Department.

General Responsibilities

- Makes on-site inspections of structures (both residential and non-residential) to enforce codes and ordinances; patrols to identify potential violations and responds to requests for inspection and mitigation.
- Inspects and enforces codes related to minimum housing and structural as well as plumbing and electrical safety; litter, junk and debris; overgrown lots; abandoned cars; zoning violations.
- Manages the City's demolition program related to minimum housing code, from public hearing, to ordinance adoption, contracting, abatement, clean up and processing and recording of liens.
- Photographs and documents violations; sends letters; researches public records to determine ownership; prepares and send mail notifications; maintains database to track each violation.
- Coordinates mitigation such as mowing, removal or clean-up with contracts; performs re-inspections after mitigation.
- Works with tenants and landlords to bring housing to habitable levels including repair of leaks, broken windows, electrical issues, cracks in walls and ceilings, rotten floors or roofs, etc.
- Assists with zoning investigations, and land use questions; refers technical and precedent setting questions to others; receives complaints, and enforces compliance as needed.
- Establishes and maintains records of work activities and follow-up actions; prepares and sends correspondence; coordinates work with other City employees.

Qualifications

- Graduation from high school and a minimum of three years' experience in code enforcement or a related field is required.
- Requires considerable knowledge of the City's minimum housing, non-residential building maintenance and nuisance ordinances and other related codes.
- Must possess demonstrated competency in addressing difficult issues with the public and use of technology.
- Graduation from an accredited college, certification or licensure from the North Carolina Association of Housing Code Officials, North Carolina Building Inspectors Association and/or previous work in building inspections, codes or law enforcement, or construction is strongly preferred.
- Possession of a valid North Carolina driver's license.
- Certification from the North Carolina Association of Housing Code Officials within one year of hire.
- Level 1 certification in electrical, building mechanical and plumbing trades within two years of hire.

BENEFITS

The City of Albemarle is dedicated to providing benefits that meet the needs of our employees and their families, while being competitive and cost effective. We offer the following:

- Medical insurance for individual employees provided at 100%; competitive rates for dependent coverage
- Paid vacation and sick leave/Paid holidays (12 per year)
- Dental/vision insurance; Paid Life Insurance
- Membership in the North Carolina Local Government Employees' Retirement System
- Flexible Spending Account (FSA) for medical and childcare expenses

ABOUT THE CITY OF ALBEMARLE

The City of Albemarle is home to approximately 16,000 residents and provides a full range of municipal services to a growing community. Albemarle has a very strong and stable history in the Council-Manager form of government. The successful candidate must have effective interpersonal skills and desire to serve our community with humility and respect, honesty, integrity, and teamwork.

The City of Albemarle is an Equal Opportunity Employer.

How to Apply

<https://www.albemarlenc.gov/departments/human-resources/employment-opportunities>