



TOWN OF CARY
invites applications for the position of:
**CODE ENFORCEMENT
OFFICIAL MULTI-TRADE
(I-III)**

An Equal Opportunity Employer

SALARY: \$25.66 - \$46.04 Hourly
\$53,372.80 - \$95,763.20 Annually

OPENING DATE: 01/10/23

CLOSING DATE: 02/05/23 11:59 PM

DESCRIPTION:

Imagine joining a team of individuals who care deeply about one another, their successes, smart failures, and providing exceptional services to the community! Think of assets you would bring to such a team and how you could assist those around you to be their best while also fulfilling your personal and professional needs. If you can imagine yourself in an active role supporting the culture and overall goals of our OneCary team, this may be the place for you!

Serving a progressive community of over 170,000 people we are constantly re-imagining and challenging the standard of how local government operates, at the Town of Cary. We are seeking a passionate, committed, and skilled Code Enforcement Official (Multi-Trade) to join our OneCary team and work together to build community and change lives through exceptional service.

The ideal candidate will embody excellence and be able to effectively perform difficult technical work of conducting code enforcement inspections, principally in existing residential construction inspections, ensuring compliance with state building codes and related regulations in the following trades areas: building, mechanical, electrical, and plumbing.

Work includes considerable public contact in dealing with contractors, architects, homeowners, the general public, and other Town Staff, and is performed under the regular supervision of a Chief Code Enforcement Official.

Cary offers the [best benefits](#) in support of our diverse workforce, providing employees with choices. A competitive salary is offered depending on qualifications and experience, which also includes Career Ladder opportunities for advancement. Our highly comprehensive total compensation package is unprecedented, allowing Cary to value and support our employee's whole selves, and sets us apart as an employer of choice.

If you are committed to excellence and providing high quality service and desire growth opportunities and a great place to work, this may be the opportunity for you!

TYPICAL TASKS:

- Drives to construction sites and inspects residential buildings in all trades at various stages of construction to ensure conformity with approved plans and compliance with state building codes and related regulations;
- Performs Live Remote inspections within the guidelines approved by NC DOI and Town of Cary management;

- Identifies conditions requiring correction or additional inspections; notifies appropriate individuals; issues warnings and stop work orders if necessary;
- Reviews alternate methods and materials not specifically prescribed by codes; determines if such alternate is equivalent of that prescribed by the code; approves or disapproves such use; documents and maintains records regarding inspections; enters inspections information on computer system;
- Testifies in court on code violation cases;
- May assist in other inspection areas as needed;
- Performs other job-related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Well-balanced knowledge of building construction materials and methods and the various stages of construction, when possible violations and defects may be most easily observed and corrected;
- Foundational knowledge of state building and related codes and regulations;
- Ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; Ability to read and interpret plans, specifications, and blueprints of some complexity quickly and accurately and to compare them with construction in process;
- Ability to adopt and maintain accurate records;
- Ability to establish and maintain effective working relationships with building owners, contractors, and the public while using firmness and tact in enforcing building ordinances and Codes;
- Ability to communicate effectively orally and in writing.
- Ability to effectively and efficiently utilize smartphones, tablets, laptop computers, and associated applications to conduct work-related functions.
- Employees must be able to walk, climb, crawl, talk, see, and hear. Work includes the ability to communicate with the public and the physical ability to conduct inspections while construction is in progress.

MINIMUM AND PREFERRED QUALIFICATIONS:

A candidate for this position should poses any combination of education and experience equivalent to graduation from a community college with an associates degree in building construction or a closely related field and experience in related building construction or inspection work. We seek a higher degree of experience in the building trade in relation to the other trades.

Preference will be given to candidates having already prequalified with the Department of Insurance or hold a minimum of standard level one certificates in one or all of the Building, Electrical, Plumbing, and Mechanical disciplines. Additionally, candidates who have any residential construction experience that hold additional professional licenses are encouraged to apply.

NC Department of Insurance (Application for Prequalification): <https://www.ncosfm.gov/licensing-cert/code-officials-qualification-board-coqb/coqb-prequalify-or-military>

CONDITIONS OF EMPLOYMENT:

Requires drug testing and background check (which may include criminal history check, motor vehicle records check, education verification and credit history review) and satisfactory reference checks prior to employment.

Requires a valid driver's license with an acceptable driving record.

FLSA STATUS:

Non-exempt

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.townofcary.org>

Job #23-01759
CODE ENFORCEMENT OFFICIAL MULTI-TRADE (I-III)
RP

OUR OFFICE IS LOCATED AT:
316 N. Academy Street, Human Resources
Cary, NC 27513
919-469-4070
anise.mcnelliejones@townofcary.org

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CODE ENFORCEMENT OFFICIAL MULTI-TRADE (I-III) Supplemental Questionnaire

- * 1. Do you have a combination of education and experience equivalent to an associate degree in building construction or closely related field? If yes, this must be reflected in your work history.
 Yes No

- * 2. In addition to the qualifications described in question #1, do you have experience in building construction or inspection work? If yes, details must be included in the work experience section of your application.
 Yes No

- * 3. Do you have experience inspecting buildings at various stages of construction? If yes, details must be included in the work experience section of your application.
 Yes No

- * 4. Do you have experience working for a municipality as an inspector? If yes, details must be included in the work experience section of your application.
 Yes No

- * 5. Do you have experience in plan review, including basic planning/zoning compliance? If yes, details must be included in the work experience section of your application.
 Yes No

- * 6. Do you currently have certifications from North Carolina Department of Insurance? If so, all certifications must be listed on the application and copies attached to your application.
 Yes No

- * 7. If you answered yes to Question #6, please list all certifications and levels of certifications. If you do not have any certifications, please type "N/A".

- * 8. If you do not currently hold any certifications, have you been pre-qualified for any certifications by North Carolina Department of Insurance? All pre-qualification information must be listed on the application and copies of pre-qualification letters must be attached to the application.
 Yes No

- * 9. If you answered yes to Question #8, please list all certifications and levels of certifications for which you have been pre-qualified. If you do not have any pre-qualifications, please type "N/A".

- * 10. Do you have any Contractor's licenses? If so, license information must be listed on the application.
 Yes No

- * 11. If you answered yes to Question #10, please list all Contractor's licenses that you currently hold. If you do not have any Contractor's licenses, please type "N/A".

- * 12. If you earlier listed that you possess current certifications, or pre-qualification letters for certifications, have you attached those documents to this application?
 Yes No

- * Required Question