



**CITY OF GREENSBORO**  
invites applications for the position of:

## **Code Compliance Inspector**

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<b>SALARY:</b>	\$38,514.00 - \$46,217.00 Annually
<b>OPENING DATE:</b>	03/23/20
<b>CLOSING DATE:</b>	04/13/20 11:59 PM

### **DESCRIPTION:**

The City of Greensboro exists to partner with the community to build the desired quality of life for Greensboro. All of our actions are guided by our commitment to and measured by our success in building public trust and the future we and the community desires.

Critical to our success is maintaining a work environment which fosters employee commitment to public service and making a difference in the lives of our residents.

If this sounds like a purpose that you would like to share in, please consider the opportunity below.

#### **Brief Description of Work:**

This position conducts inspections of single family and multi-family dwelling units to determine if there are violations of the City's Minimum Housing code and the International Property Maintenance Code (IPMC). Basic knowledge of local Governance and processes and the ability to understand the purpose of this position, including a general understanding of Greensboro's Minimum Housing Code and the International Property Maintenance Code with basic knowledge of typical residential construction and systems such as plumbing, HVAC, electrical, and general framing. **Certifications/Courses must be obtained within 18 months of hire.**

#### **Responsibilities and duties will include:**

- Conduct inspections for violations of City's Nuisance ordinances (lots and vehicles)
- Respond to complaints or reports of ordinance violations, issuing appropriate notices to property owners and conducting hearings with property owners related to identified violations (all within specified time frames)
- Managing a caseload of active ordinance violations and reporting on individual case progress when requested

- Updating activities related to case management in the code compliance software system within specified periods
- Presenting evidence before the City's Minimum Housing Standards Commission, a quasi-judicial board
- May be responsible for attending community or neighborhood meetings.

**The job is NON-EXEMPT under FLSA.**

## **QUALIFICATIONS:**

### **Minimum Requirements:**

- High school diploma / GED ***with*** 1 or more years of related experience in residential constructions and systems such as plumbing, HVAC, electrical, and general framing
- Prior code enforcement experience
- Prior computer experience including data entry, MS Word and Excel software programs
- Prior customer service experience
- Valid Driver's License

### **Preferred Qualifications:**

- Experience in zoning land use and regulations (Land Development Ordinance)
- NC Law & Administration Course by NCDOL (**Course must be completed within 18 months of hire.**)
- NCAHCO Housing Code Official Certification (**Certification must be obtained within 18 months of hire.**)
- AACE/ICC Property Maintenance and Housing Inspector Certification (**Certification must be obtained within 18 months of hire.**)
- AACE/ICC Zoning Inspector Certification (**Certification must be obtained within 18 months of hire.**)
- AACE Designation of Certified Code Enforcement Officer (**Certification must be obtained within 18 months of hire.**)
- NC Building Level I Certificate or higher
- Bilingual

## **REQUIREMENTS:**

**Work Schedule**-- Monday-Friday; (occasional Saturday)

To apply, please click [here](#).