



## JOB DESCRIPTION – TOWN OF KURE BEACH

<b>IDENTIFYING INFORMATION</b>	
Job Title	Director- Development and Compliance
Department	Department of Development and Compliance
Salary Band	25
Hiring Authority	Town Council
Reports To	Town Council
FMLA Status	Exempt
Work Type	Full Time - Salaried
Work Schedule	Monday to Friday
Hiring Range	\$83,160.74 to \$133,057.08/midpoint \$108,108.78
Effective Date	July 1, 2023

<b>GENERAL OVERVIEW</b>
<p>-This position is responsible for the day-to-day management of the department. The person in this position works with the Town council, Planning and Zoning Commission, Board of Adjustment, and various committees on planning and development projects; participates in Town-wide committees and task forces on decision making processes; communicates with developers, designers, contractors, the general public, and various governmental agencies on Federal, State, local laws, regulations, codes, and/or standards to ensure they are met.</p> <p>- Required to possess comprehensive knowledge of practices and procedures associated with managing building code investigations, review, inspections, and compliance measures to ensure development in town is maintained consistent with relevant local, state, and federal building code laws.</p> <p>- The position oversees the administration and maintenance/updates to the processes and procedures associated with code compliance. Excellent communication skills and knowledge of resources provided by others at the local, state, and federal levels.</p> <p>- Works closely with internal and external customers on a regular basis to provide customer service on data management, inspections, code issues, ordinance issues, floodplain questions, etc.</p> <p>- Directly supervises the Code Enforcement Officer/Zoning Officer/Building Inspector I.</p>

<b>SUPERVISION</b>
Work is performed under general supervision Town Council.

<b>ESSENTIAL FUNCTIONS</b>
<p>- Reviews site plans, blueprints, and specifications and receives applications for permits for new construction, reconstruction and demolitions; issues building permits and certificates of occupancy.</p> <p>- Inspects residential and commercial construction and reconstruction to enforce State codes for building construction.</p> <p>- Advises contractors in interpreting and applying code regulations.</p>

- Handles citizen complaints about contractors, construction quality and other issues.
- Does inspections to enforce building codes and minimum housing and abandoned structures.

#### **ESSENTIAL FUNCTIONS (cont.)**

- Notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues stop orders if necessary.
- Insures that contractors meet state requirements.
- Recommends judicial actions and may be required to testify in court against violators of the State building code.
- Maintains accurate records, logs and files of inspections activities; completes reports of activities.
- Coordinates with county inspections to assure inspections of plumbing, electrical, and mechanical code inspections; assists zoning and code compliance officers in answering public complaints about possible code violations.
- Serves as director of the Town's Damage Assessment team following hurricanes and other disasters.
- Serves as Code Enforcement Officer and Zoning Officer, or oversees employees in those capacities.
- Serves as Flood Plain Manager.
- Serves as CAMA Local Permit Officer.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of State codes and local ordinances as applied to assigned buildings and construction projects for inspection.
- General working knowledge of construction and insulation.
- Skill in interpretation of codes and in their application to specific situations.
- Skill in reading and interpreting plans and specifications.
- Ability to establish and maintain effective working relationships with contractors and the public.
- Ability to enforce regulations tactfully and firmly.
- Ability to establish and maintain effective record-keeping systems.

#### **EDUCATION AND EXPERIENCE**

- High School diploma or GED required, supplemented by specialized training.
- Bachelor's Degree or college level coursework in criminal justice, public administration, business administration, or other related field is preferred.

- Significant work experience involving a high level of public contact including a minimum of 5 years' experience dealing with the public in an enforcement, inspection, investigation, and customer service capacity.
- Experience that includes the enforcement of municipal codes is highly desirable.

**SPECIAL REQUIREMENTS/CERTIFICATIONS**

- Possess a North Carolina driver's license.
- Possess or ability to obtain level 3 building inspection certification within 6 months of hire.
- Possess or ability to possess Flood Plain Manager Certificate within 6 months of hire.
- Possess or ability to obtain required NIMS Certification Training 100, 200, 300, 400, 700, and 800 within 1 year of hire.
- Must be immunized against blood borne pathogens and tetanus.

**PHYSICAL/CRITICAL REQUIREMENTS**

Physical Ability

- Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, typing, grasping, feeling, talking, and hearing.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.
- Will be exposed to both inside and outside working conditions, including working outdoors during periods of cold or extreme heat while wearing OSHA required PPE.
- Duties may also expose the employee to conditions that may be subject to the final standards of OSHA blood borne pathogens policies.

Visual Ability

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not create an employment contract, implied or otherwise.