

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title:** Ordinance Enforcement Officer  
**Department:** Planning & Development  
**Revised:** September 2020

**Class:** Technician  
**FLSA:** Non-exempt

*This job description supersedes any prior description for the Ordinance Enforcement Officer classification.*

### **GENERAL DESCRIPTION**

Skilled work in administering and enforcing compliance with a variety of land development related and other approved County ordinances. Employees in this class operate in a limited supervision capacity by obtaining standards of proficiency recognized by national or state certifications and certified zoning officer status. General supervision is received from the Planning and Development Director, who reviews work on a project-by-project basis, through analysis of reports submitted, and periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Inspects and documents complaints concerning junked motor vehicles and automobile salvage yards, abandoned manufactured home storage, minimum housing standards, manufactured home parks, and various zoning violations; provides suggestions for obtaining compliance.

Assists in the issuance of zoning permits and enforcement of the Subdivision Ordinance, Zoning Ordinance, and other Ordinances as approved by the County.

Informs owners of changes in ordinances and advises owners on how to comply with ordinances.

Maintains detailed records of complaints, inspections, violations, and citations issued; prepares monthly reports detailing code enforcement activity.

Coordinates enforcement activities and inspections with other local agencies and NCDEQ, including clean-up and demolition of violations with a contractor when necessary.

### **OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

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

Considerable knowledge of Rowan County ordinances.

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General knowledge of the physical layout of the County.

Ability to deal tactfully and firmly with property owners and the general public.

Ability to detect violations of ordinances and to recommend corrective action.

Ability to maintain comprehensive records and reports of inspections, recommended corrective action, and final results.

Ability to establish and maintain effective working relationships with county officials, property owners, fellow employees, and the general public.

Ability to communicate effectively both orally and in writing and to explain technical information to individuals in an understandable way.

### **PHYSICAL REQUIREMENTS**

Work in this class may include sitting, walking, bending, stooping and lifting weights of approximately 35 lbs or less. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's Degree from an accredited college or university in a related area and one year of experience in ordinance or zoning enforcement or a related field; or an Associate's Degree from an accredited college or university in a related area and three years of experience; or an equivalent combination of education and experience. A valid driver's license and dependable transportation are required. Certification from the North Carolina Association of Zoning Officials as a Certified Zoning Official (CZO) preferred.

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