

Code Enforcement Officer (Full-Time) Job Description

Department of Code Enforcement

The Code Enforcement Officer serves as the team leader within the Code Enforcement Department. The responsibilities of this position include planning, organizing and leading the Code Enforcement Department in activities that relate to enforcing City and County codes within the City; representing the City at Code Enforcement related meetings and workshops; evaluating work processes to recommend practices and policies to improve the effectiveness and efficiency of the Department. The applicant must be willing to work flexible hours under the direct supervision of the City Manager.

PRIMARY TASKS:

- Provides support and performs special projects for the City Manager in all department divisions and functions as assigned;
- Inspects residential and commercial buildings throughout the City to ensure compliance with City, State and Federal codes and ordinances governing building, health and noise safety.
- Prepares inspection reports, which identify findings, compliance violations, necessary corrective actions and/or fines. Prepares and issues citations and fines.
- Identifies zoning violations and brings them to the attention of the Prince George's County Department of Environmental Resources.
- Provide information to citizens and community groups regarding building codes, health and noise ordinances.
- Serves as a team leader for the code enforcement program;
- Provides recommendations to the City Manager for the code enforcement program;
- Recommends and assists in the development of code enforcement ordinances;
- Identifies training needs for the department;
- Performs a variety of administrative duties associated with the code enforcement program;
- Reviews and prepares reports on program activities;
- Confers with landlords, tenants and property owners to discuss inspecting findings, ordinance provisions and department actions;
- Serves as the liaison for code enforcement program;
- Ensures that evidence regarding legal actions and code violations is prepared and provides sworn testimony as required.

EQUIPMENT OPERATED:

General office equipment. Motor vehicle.

REPORTING RELATIONSHIP:

This position reports to the City Manager.

WORKING CONDITIONS:

Employees are subjected to hazards present in construction and maintenance functions including both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noise and vibrations, traffic, electricity, elevated places, chemicals, fumes, close confined quarter both above and below ground.

Work is regularly performed outdoors which requires ability to work in varying weather conditions.

Must be able to physically perform all basic life operational functions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly.

QUALIFICATIONS:

Education: Associates degree required. Certification, training and/or coursework in the municipal code enforcement is highly desirable.

Experience: Minimum qualifications require 5 years of work experience interpreting and enforcing regulations in a code enforcement or similar environment; associates degree required. A combination of training and experience will be accepted in lieu of the education requirement. Valid State of Maryland driver's license is required throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate and effectively work with citizens regarding code interpretations, violations and corrective actions.
- Ability to read and interpret building codes, manuals, ordinances and other related documents pertaining to code enforcement.
- Working knowledge of the layout of the city streets and appurtenance.
- Good working knowledge of hazards involved and safety precautions necessary in the performance of duties.
- Skill in the operation of assigned construction and maintenance equipment.
- Ability to deal courteously with the public.
- Ability to prepare written and verbal inspection reports, citations and records.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees.

SPECIAL REQUIREMENTS: Possession of an appropriate valid drivers= license.
Ability to obtain certification as a Code Enforcement Officer is highly desirable.