The Town of University Park

Job Description

Code Compliance Officer

The purpose of the Code Compliance Officer is to enforce the building, health, and fire safety Codes of the Town of University Park applicable to Rental and Owner-Occupied Housing, as well as unimproved properties, and any related Town rules, regulation and guidelines. These codes are generally found in Chapters 4, 7, and 13 of the Town Code and involve interior and exterior property standards and maintenance. Work includes inspecting single-family residential buildings and unimproved properties to ensure compliance with codes and preparing reports of inspection results, recommendations and violations. Performs work under the general supervision of the Chief of Police.

I. ESSENTIAL JOB FUNCTIONS:

Not all the listed duties may be required and other duties not listed may be assigned.

A. Enforce Town Codes regarding Rental and Owner-Occupied Housing, Exterior Property, interior and exterior property standards and maintenance, generally found in Chapters 4, 7 and 13 of the Town Code including inspections, guiding owners to gain compliance, issuing notices of violations, follow-up of violation notices, and assistance and testimony in legal proceedings.
B. Initial inspection of properties entering the rental housing market. Inspect all rental properties on an annual basis, to be coordinated with the owner of the property and completed on or before the yearly license renewal date of July 1. Periodic inspection based on possible reported or observed code violations.
C. Notify owners of annual fee payment and other licensing requirements of rental housing code.
D. Inspect non-rental housing based on complaints or as requested by the Town through the Mayor.
E. Regular “windshield” inspections to identify and address code violations.
F. Take appropriate enforcement action with respect to possible code violations within five days of notification or discovery.
G. Prepare inspection reports. Provide to the Town within seven days of the inspection.
H. Maintenance of computerized databases concerning rental and non-rental housing in the Town and all code enforcement records.
I. Revise Town forms for code enforcement activities in consultation with the Mayor and Chief of Police.
J. Generate monthly status reports concerning code compliance activities.
K. Periodic meetings with Town officials and Town attorney concerning code enforcement strategies, issues, information and recommendations for improvement.
L. Coordination with office personnel concerning notification of owners, record keeping, resident concerns and communication with Town officials.
M. Other code enforcement duties as assigned.

II. TECHNICAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO

PERFORM ESSENTIAL FUNCTIONS:

A. Knowledge Of:

1. All computer applications and hardware related to performance of essential job functions.
2. Department organization, standard operating guidelines, policies, rules, and regulations.
3. Proper inspection methods, including legal procedures involving enforcement of Town, State, County ordinances, statutes, codes, and regulations.
4. Pertinent Town, State, County ordinances, statutes, codes and regulations that department administers or interacts on with appropriate State or County agencies.
5. Applicable Town Codes laws, rules, regulations and enforcement guidelines.

B. Skills In:

1. Preparing clear and concise reports, correspondence and other written materials.
2. Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.
3. Operating and maintaining equipment required to perform the essential job functions.
4. Performing code enforcement inspections.

C. Mental and Physical Abilities:

1. Ability to interpret ordinance and code requirements and apply requirements to appropriate situations.
2. Ability to read and interpret building codes, manuals, ordinances and other related documents pertaining to code enforcement.
3. Ability to communicate and effectively work with citizens regarding code interpretations, violations, and corrective actions.
4. Ability to read and follow oral and written instructions. Ability to write in order to convey information, prepare inspection reports, prepare citations, and to record information concerning inspection assignments and ordinance violations.
5. Ability to maintain records, logs and files.
6. Ability to perform interior and exterior inspection of properties.
7. Ability to operate automated office equipment including personal computers, cellular phones, and laptops.
8. While performing essential functions of this job the employee is frequently required to stand; walk; use hands to finger, handle, feel; speak and hear; climb or balance, stoop, kneel, crouch or crawl; reach with hands and arms; ascend and descend stairs, ladders, ramps, etc; maintain body equilibrium to prevent falling when walking or standing on narrow or slippery surfaces; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; use color, texture, sound, shape and odor perception; lift and/or move 25 pounds.
9. Ability to converse fluently in English. Spanish highly desirable.

D. Working Conditions:

1. Work is performed in an office, in court and in the field. May expose the employee to various outside atmospheric conditions including varying weather conditions; to

conditions such as fumes, noxious odors, mists, gasses, and/or poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, and/or toxic or caustic chemicals.

2. The working conditions are typically moderately quiet.

E. Application Requirements:

1. High school degree or GED recognized by the State of Maryland.
2. Valid Driver's license and acceptable driving record.
3. Ability to achieve and hold Maryland Fire Service Personnel Qualifications Board certification as Fire Inspector I or II.
4. Ability to achieve and hold International Code Council certification as a Property Maintenance and Housing Inspector.
5. Experience in residential housing code enforcement and property inspection highly desirable.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential job functions and requirements of this job. Employee may be requested to perform job related responsibilities and tasks other than those explicitly stated in this job description. Employment will be contingent on passing a criminal history/background check and a fitness for duty medical exam.

University Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.