

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: CODE ENFORCEMENT MANAGER

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification plan and manage all activities in the Public Services Department's code enforcement program. Ensures code enforcement program services, activities and records are in compliance with City, County and State laws, policies and regulations. Work involves scheduling, assigning and evaluating code enforcement program activities. Supervises code enforcement field officers and administrative support staff directly or through a subordinate supervisor. Receives general direction from the Public Services Director who reviews work for compliance with code enforcement program goals and objectives. May serve as acting Public Services Director as assigned.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Manages the daily operations of the code enforcement program.
- Develops budget recommendations for the code enforcement program and maintains budget analysis. Assists in the development of code enforcement ordinances.
- Directly, or through a subordinate supervisor, supervises the work of administrative support staff and field officers engaged in all program activities. Provides technical direction and training, reviews and evaluates work of subordinates.
- Performs a variety of administrative duties associated with managing the code enforcement program; reviewing and reporting on program activities, actions, and accomplishments.
- Confers with landlords, tenants, and property owners to discuss inspection findings, ordinance provisions and department actions; works to resolve issues and concerns that cannot be resolved at subordinate levels, and to identify reasonable solutions for dealing with non-compliance.
- Serves as a member of the Code Enforcement and Zoning Officials Association representing the City; and also represents the City before community organizations, County, State and other agencies on matters regarding municipal code enforcement.
- Prepares evidence regarding legal actions and code violations and provides sworn testimony as required. Files liens in Circuit Court.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Thorough knowledge of the City, County and State building, health, fire safety and noise ordinances and considerable knowledge of the legal procedures relating to the enforcement of the ordinances.
- Considerable knowledge of the principles and practices, policies and procedures governing the scheduling and reporting of program activities.

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- General knowledge of the principles and practices of supervision.
- Considerable knowledge of the techniques and procedures for inspecting buildings; and of the signs and characteristics of conditions which present health and fire safety risks and/or are in noncompliance with building codes.

Physical Requirements:

- Ability to operate a variety of automated office equipment including personal computers.
- Ability to stoop, crawl, climb and physically maneuver self in order to train others how to conduct building inspections.

Language Ability & Interpersonal Communications:

- Ability to read and interpret building codes, manuals, ordinances and other related documents pertaining to code enforcement.
- Ability to effectively plan, supervise and evaluate the work of subordinates.
- Ability to communicate effectively with citizens, individually and in groups, and other agencies regarding department programs and activities.
- Ability to read and follow oral and written instructions. Ability to write program productivity and status reports, performance evaluations and information for presentation.

Environmental Adaptability

- Work is primarily performed in an office environment. However, occasional outdoor activities requires the ability to work in varying weather conditions.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires an Associates degree in a relevant field, (Bachelor’s degree is preferred), plus a minimum of 5 years of progressively responsible code enforcement experience in a supervisory position; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Valid driver’s license. Maryland Fire Service Personnel Qualifications Board certification as a Fire Inspector III. American Association of Code Enforcement (AACE) certification as a Code Enforcement Administrator.

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

Approved: _____
City Manager Date