

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: CODE ENFORCEMENT OFFICER I

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification work in a training capacity and perform duties to enforce building, health, fire safety and noise ordinances. Work involves performing inspections of residential and commercial buildings throughout the City to ensure compliance with building, health and fire safety codes. Enforces noise ordinance as needed. Work is performed under close supervision and is reviewed by the Code Enforcement Manager. Receives guidance and assistance from experienced code enforcement officers.

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.

- Inspects residential and commercial buildings throughout the City to ensure compliance with City, county and state codes and ordinances governing building, health and fire safety.
- Prepares inspection reports that identify findings, compliance violations, necessary corrective actions and/or fines. Prepares and issues citations and fines.
- Confers with landlords, tenants, and property owners to discuss inspection findings, ordinance provisions and department actions; works to resolve issues and concerns and to identify reasonable solutions for dealing with non-compliance.
- Testifies in court and assists with the preparation of evidence regarding legal actions and code violations.
- Provides information to citizens and community groups regarding building codes, health, fire safety and noise ordinances.
- Responds to noise complaints. Takes noise meter readings as appropriate. Prepares and issues violation notices.
- Performs other related duties as assigned.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- General knowledge of the City, County and State building, health and fire safety ordinances.
- General knowledge of the legal procedures relating to the enforcement of the City ordinances.
- General 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.
- General knowledge of the layout and geography of the City.

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Physical Requirements:

- Ability to stoop, crawl, climb ladders and stairs, and otherwise physically maneuver self in order to conduct building inspections including multi-unit, multi-level buildings.
- Ability to perform exterior inspections by neighborhood walking patrols.

Language Ability & Interpersonal Communications:

- Ability to read and interpret building codes, manuals, ordinances and other related documents pertaining to code enforcement.
- Ability to communicate and effectively work with citizens regarding code interpretations, violations, and corrective actions.
- 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.

Environmental Adaptability

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

ACCEPTABLE TRAINING AND EXPERIENCE

Requires graduation from high school or equivalent with 1 - 2 years of experience performing code enforcement duties; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Additional Requirements: Valid driver's license.

College Park is an Equal Opportunity Employer. In compliance with the American 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.