

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: CODE ENFORCEMENT OFFICER II

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification enforce building, health, fire safety, zoning and noise ordinances. Work involves inspecting residential and commercial buildings to ensure compliance with codes; preparing reports of inspection results, recommendations and violations. Enforces noise ordinance as needed. Performs work under the general supervision of a Code Enforcement Manager.

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 to ensure compliance with building, health, fire safety and zoning codes.
- 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:

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

CODE ENFORCEMENT OFFICER II

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 a minimum of 2 years of experience performing code enforcement duties; 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 Fire Inspector I or II; International Code Council certification as a Property Maintenance and Housing Inspector.

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.