

JOB DESCRIPTION

JOB TITLE:	Code Compliance Officer	GRADE:	7
DEPARTMENT:	Code Compliance /Van	WAGE:	18.36-25.32/hour 20-25 hours/week

GENERAL DESCRIPTION

This is a part-time position, of approximately 20-25 hours per week, under the direction of the Code Supervisor. The Code Compliance Officer is responsible for ensuring commercial and residential property is maintained and in compliance with Town Ordinances including, but not limited to building, property maintenance, zoning, rental and other related codes. Further, this position is responsible for the regulation of licensed activities as directed. This includes the inspection and ordinance enforcement for various types of properties. The Code Compliance Office also drives the Town's Call-a-Bus as needed. This position involves significant contact with the public, answering questions, responding to complaints, routine inspections and writing reports and letters.

ILLUSTRATIVE DUTIES

Code Compliance- inspect town properties for violation of Town ordinances, clean lot and refuse collection violations. Issue warnings and violation notices when necessary. Conduct follow-up inspections and investigate complaints. Advise Town Treasurer when to lien properties for unpaid fines or fees. Report to County obvious violations of County Code. Assess fines and makes arrangements for abatements. Maintain and complete code reports daily.

Building Inspector- Review applications for building permits. Review Prince George's County monthly list of permits issued against the Town's list. Contact those on County list that have not applied for a Town permit to ensure compliance with Town permit requirements.

Rental Licensing- Review rental license applications. Inspect rental property and re-inspect if necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of property maintenance code, building code, fire and life safety code. Physical capability for indoor office work and outdoor field work. Proficient with Microsoft Office programs, and Code tracking software, preferably Comcate.

MINIMUM EDUCATION/EXPERIENCE

High school diploma required, with some college education preferred.

REQUIRED LICENSE/CERTIFICATIONS

Possess or be willing to obtain certifications in code compliance. A valid driver's license is required.

TO APPLY please submit, along with your application, legible copies of the certifications and/or documents listed below. **FAILURE TO SUBMIT ALL OF THE ITEMS LISTED BELOW MAY DISQUALIFY YOUR APPLICATION.**

- Valid Maryland Driver's License
- Notarized Background Investigation Waiver (included with application)
- Applicant Drug Questionnaire Sheet (included with application)

Please note that all candidates will be required to submit to a thorough background investigation which includes, but is not limited to, past employment/education verification, driver's license review, credit history, prior drug use history, and arrest/conviction record. Applicants selected for employment will be required to submit to a conditional offer medical examination with drug screening.

Interested candidates should apply in person at 5700 Berwyn Road Berwyn Heights, Maryland 20740 between the hours of 9:30 a.m. – 4:00 p.m., Monday – Friday, or forward a cover letter and resume with references and salary history to administrator@town.berwyn-heights.com with the subject line of Code Compliance Officer. The job description is available at Berwyn-heights.com.