



# Town of Berwyn Heights

5700 Berwyn Road  
Berwyn Heights, MD 20740  
Tel. (301) 474-5000  
Fax (301) 474-5002

## MAYOR

Stephen D. Isler

## COUNCIL MEMBERS

Jason W. Papanikolas (Mayor Pro Tem)

Amanda M. Dewey

Jeffrey Jay Osmond

Ethan D. Sweep

## TOWN OF BERWYN HEIGHTS POSITION DESCRIPTION

**TITLE:** Code Compliance Manager  
**DEPARTMENT:** Code  
**REPORTS TO:** Town Administrator

**PAY GRADE:** J  
**STATUS:** Exempt  
**REVISION DATE:** March 2019

### **PURPOSE OF POSITION:**

The purpose of this position is to direct Code Compliance Department in ensuring the health, safety and wellbeing of Town residents by enforcing building, property and environmental codes. Serves as a working inspector while providing leadership to the Code Compliance Department. Serves as Code Compliance Director in the Director's absence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Manage and supervise operations of Code Compliance Department including oversight of licensing of rental housing and property maintenance ordinance compliance.
2. Participates in field activities and investigations as a senior inspector; reviews reports prepared by Code Compliance Officers.
3. Respond to residents, council members and business owner requests and grievances.
4. Participate in planning, coordinating, and executing demolitions, cleanups, and other abatement actions.
5. Prepare correspondence relating to inspections, code requirements and procedures of other matters.
6. Supervise the issuance of business licenses and the collection of personal property taxes.
7. Recruit, train, supervise and evaluate employees of the department.
8. Maintain and improve the Call-a-Bus service.
9. Prepares reports on department activities, actions and accomplishments.
10. Develop and implement strategies to reduce the amount of blighted vacant properties within Town boundaries
11. Participates in the development and administration of the Code Compliance Departmental budget.
12. Attends monthly meetings in absence of Director and maintains communication with Town Council liaison.
13. Attends seminars, classes, and professional group meetings; reviews professional literature; stays abreast of current developments, new trends, and innovations in the field of code.
14. Makes recommendations to the Code Compliance Director and Town Manager regarding needed changes to Town Ordinances on Code Compliance.
15. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Associates degree from an accredited college or university in architecture, engineering or a related field. Two (2) years of local government inspection experience and two (2) years of supervisory experience. Certification as International Code Council property maintenance and housing inspector certification preferred. Those without current certification will be required to obtain certification within nine months of hire. Must have basic knowledge of computer use, including working knowledge of MS Office suite. Must maintain a current, valid driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of property maintenance code, building code, fire and life safety code
- Knowledge of state tax laws and regulations.
- Operational knowledge of computer hardware and software, such as MS Word and MS Excel, and office machinery.
- Ability to learn municipal housing, commercial establishment, clean lot and related ordinances.
- Good oral and written communication skills.
- Good organizational skills.
- Knowledge of the organization and functions of the department and of general administrative policies and practices.
- Ability to perform and organize work independently.
- Ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Must have ability to work accurately with attention to detail.
- Ability to work the allocated hours of the position.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some light work requiring the exertion of up to 25 pounds of force occasionally. Physical activities include walking over uneven terrain, climbing, stooping, pulling, lifting, reaching, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

### **WORK ENVIRONMENT:**

Works in an office setting. Employee is occasionally required to attend meetings after normal business hours. Work performed may require walking or standing to a significant degree on various terrain. The employee is subject to inside and outside environmental conditions including extreme heat/ cold, noise, atmospheric conditions, dust/ dirt.

*In compliance with the Americans 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.*