



Town of Berwyn Heights

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MAYOR
Stephen D. Isler

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Jason W. Papanikolas (Mayor Pro Tem)
Amanda M. Dewey
Jeffrey Jay Osmond
Ethan D. Sweep

POSITION DESCRIPTION

TITLE: Code Compliance Officer II
DEPARTMENT: Code
REPORTS TO: Code Compliance Manager

PAY GRADE: F
STATUS: Non-exempt
REVISION DATE: March 2019

PURPOSE OF POSITION:

The purpose of this position is to provide responsible, technical inspections to check for compliance with Town codes in the areas of building, property maintenance, zoning, rental and other functions to support the Code Department. This position is responsible for issuing businesses licenses and collecting personal property tax and includes significant contact with the public and customer service-related skills.

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. Inspect town properties for compliance with Town Ordinances, rental property, interior and exterior property maintenance and refuse collection standards.
2. Issue warnings and violation notices, assess fines and arrange abatements.
3. Receive and investigate complaints and reports of code violations, issues correction notices and municipal infractions for resolution.
4. Assess fines, issues citations for municipal infractions and attaches liens for unpaid fines or fees.
5. Maintain and completes inspection and permit reports in computerized tracking system.
6. Review applications for building and right-of-way permits.
7. Work cooperatively with Prince George County officials to report possible county code violations and to compare building permit listings to ensure compliance with Town permit requirements.
8. Issues and tracks business licenses.
9. Issues bills, tracks and collects personal property tax.
10. Serve as driver for Town's Call A Bus program.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent plus up to one (1) year post-secondary education or technical training in business or construction. Certification as International Code Council property maintenance and housing inspector certification preferred. Those without current certification will be required to obtain certification within one year of hire. Three (3) years of previous administrative or municipal experience including customer service. An equivalent combination of education and experience may be substituted. Must have basic knowledge of computer use, including working knowledge of MS Word and Excel. 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, internal and external property maintenance 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 as well as in the field. Employee may be exposed to adverse weather conditions and environmental hazards.

Employee is occasionally required to attend meetings after normal business hours.

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.