

CLASS TITLE: Codes Enforcement Officer

DEFINITION:

This is inspection and administrative work. An employee in this class, with general supervision from the Senior Code Enforcement Officer, using independent judgment, performs day to day operations of an employee in this class. As such she/he makes decisions based on law, regulations, ordinances, and precedents. Performance is evaluated periodically in conference with the Senior Code Enforcement Officer. Ratings are based on previously agreed upon standards, goals and objectives.

EXAMPLES OF WORK: (Examples are illustrative only.)

Assures compliance with zoning laws, ordinances, and regulations; conducts on site-inspections to assure that structures are located in compliance with the zoning code.

Inspects building units for their interior and exterior conditions, the condition of plumbing, heating, cooling and electrical fixtures and sanitary conditions regarding insects, rodents and general cleanliness; inspects rental facilities for compliance with the Town Code, and makes necessary referrals where violations are found; provides written reports on each inspection; maintains the official records pertaining to such inspection and has them open to public review; issues citations for municipal infractions for code violations; advises tenants and landlords regarding minimum property standards in housing; assists in answering telephone and inquiries in person regarding housing matters; inspects for refuse and vegetation and violations of the tree ordinance; writes specifications and prepares cost estimates for town owned buildings and property owners who have been cited, requiring modification and/or repair to their residential dwellings; solicits proposals for building projects as directed by the Senior Code Enforcement Officer.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the English language as used in zoning and liability documents.

Working knowledge of property maintenance, the International Building Code, zoning, and of methods available to resolve existing problems; of computer operations and the use of software.

Working knowledge of court procedures.

Ability to work independently; to communicate effectively and diplomatically in both the oral and written form; to compile and maintain accurate records and prepare well thought

out reports; to use mature judgment, initiative and resourcefulness; to read and comprehend engineering drawings; to read and comprehend regulations.

ESSENTIAL FUNCTIONS:

Must be able to read normal typewriter size print, (corrective vision instruments are acceptable); correctly name and distinguish colors; see objects off to the side when looking straight ahead; see well at night or in dim light; see low contrast or “camouflaged” objects; hear the normally spoken word at six feet (hearing aids acceptable); discern different odors; speak to communicate with taxpayers and fellow employees; stand for periods in excess of one hour; walk one mile without break; climb stairs, ladders, and scaffolds; kneel for a few minutes; determine by touch if an item is hot, cold, or slippery; grasp an item; solve moderately difficult problems; work out of doors in inclement weather.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Graduation from a recognized high school or General Education Development Certificate acceptable to the Superintendent of Schools of Maryland to include supplemented or self taught course in computer operations and completion of an apprenticeship (3 years) in one of the building trades or suitable thereof, one year at journeyman level and one year of administrative experience.

REQUIRED LICENSES AND/OR CERTIFICATES:

Valid Maryland Class “C” motor vehicle operator’s License (or equivalent if from another state).

International Code Council Certifications to perform inspections are required or the ability to obtain such certifications based on the following timeline:

- IPMC, Property Maintenance Inspector – Certification within six (6) months of hire*
- IRC, Residential Inspector - Certification within twelve (12) months of hire*
- ICC, Energy Conservation Code - Certification within eighteen (18) months of hire*
- IBC, Commercial Inspector - Certification within thirty (30) months of hire*

*Certifications must be acquired within the time frame specified for continued employment.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Certified as a Playground Safety Inspector
Certified as a Stormwater Management Inspector

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