

CONSTRUCTION STANDARDS CODE ENFORCEMENT OFFICER

NATURE AND VARIETY OF WORK

This is supervisory and administrative enforcement and inspection work responsible for planning, coordinating, and directing the unit/sectional activities of subordinate inspectors within functional areas of construction (i.e., site/building residential/commercial materials, right-of-way, sediment/erosion/ storm water control). This position administers and enforces applicable codes within specific functional areas by monitoring inspectional and code enforcement activities in order to achieve code compliance. Significant aspects of the work includes explaining codes, ordinances, and regulations to employees, engineers, contractors, and the general public in order to resolve problems that hinder compliance. This position functions as a mid-level manager who directly supervises Inspector IV positions and indirectly their subordinates. Work is performed under the general supervision of a higher-level manager and is reviewed for adequacy and conformance to established departmental policies, procedures and practices.

EXAMPLES OF WORK

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law (Section 16-102(59)).

Monitors/coordinates the inspection, enforcement, and quality control of subordinate staff in order to insure that such operations are managed efficiently and effectively within budgetary resource parameters and initiates appropriate actions designed to accomplish goals and objectives.

Conducts inspections and investigations involving unusually complex or sensitive matters.

Confers with immediate supervisor, section chiefs, and other code enforcement personnel in related technical areas concerning unusual or complex cases.

Explains and interprets laws, codes, regulations and standards for inspectional staff, contractors, engineers and other agencies.

Reviews, edits, and compiles written correspondence (e.g., reports, memoranda, charts) generated by subordinate staff in order to verify accuracy, completeness and compliance with established policies and procedures; and to assist in preparing daily/weekly/monthly reports to highlight the status and progress of sectional/ divisional activity.

Prepares and conducts meetings and training sessions for inspection staff concerning sectional/divisional inspection, enforcement, and quality control activities in order to make them more efficient and proficient in the job.

Makes comments/recommendations on amendments and proposed changes to legislation and ordinances affecting compliance issues.

Prepares non-compliance violation cases to initiate legal proceedings.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of codes, ordinances, regulations and standards applicable to assigned areas.

Extensive knowledge of inspection and enforcement principles, methods and techniques.

Thorough knowledge of the geography of Prince George's County.

Knowledge of engineering principles and procedures.

Knowledge of the bid process, contracting and the administration of contracts.

Ability to train and supervise subordinate code enforcement inspectors.

Ability to explain and interpret County laws, codes, and regulations to individuals and contractors in a manner that will gain understanding and compliance.

Ability to communicate effectively both orally and in writing.

Ability to understand and carry out oral and written instructions.

MINIMUM QUALIFICATIONS

Bachelor's Degree in engineering, environmental or urban planning or closely related fields plus at least four (4) years of experience of the type, level of complexity, diversity and responsibility to be determined at the time of announcement, which has provided the applicant with the necessary knowledges, skills and abilities to perform the duties in the appropriate functional areas; or an equivalent combination of at least eight (8) years of relevant education, experience and training.

CONDITIONS OF EMPLOYMENT:

A valid Maryland State driver's license is required upon appointment.

Physical examination may be required for this position.