

## PROPERTY STANDARDS CODE ENFORCEMENT OFFICER

NATURE AND VARIETY OF WORK

This is supervisory and administrative code enforcement and inspectional work responsible for planning, coordinating, and directing the unit/section activities of subordinate supervisors, inspectors and administrative staff within functional areas of property standards (e.g., housing, zoning, environmental, boiler, business licensing). This position administers and enforces applicable codes within specific functional areas by monitoring inspectional and administrative code enforcement activities in order to achieve code compliance. Significant aspects of the work includes explaining codes, ordinances, and regulations to 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 WOR: (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions.

Monitors/coordinates the inspection and enforcement activities of subordinate staff in order to insure that such operations are managed efficiently and effectively and initiates appropriate actions designed to accomplish sectional/divisional/departmental missions, goals, and objectives.

Assists in planning, organizing, and evaluating comprehensive County-wide housing, zoning, landlord tenant, mechanical, environmental, procurement, business licensing enforcement programs and related activities.

Assists in planning, organizing, and monitoring the issuance of licenses, use and occupancy permits, violation notices, citations, and field inspection activities. This includes contact and coordination with other agency representatives, elected officials, property owners, tenants, agents, operators, attorneys, the general public and others.

Conducts inspections and investigations involving unusually complex or sensitive matters.

3105 - Property Standards Code Enforcement Officer

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 its accuracy, completeness, and compliance with established policies and procedures; and assists in preparing daily/weekly/monthly reports on inspection, enforcement, and quality control matters.

Prepares and conducts meetings and training sessions for inspection staff concerning sectional/divisional inspection, enforcement, and quality control activities.

Makes comments/recommendations on amendments and proposed changes to legislation and ordinances

Monitors non-compliance violation cases to insure proper actions are being initiated.

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 the assigned area of property standards code enforcement.

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

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

Ability to train and supervise subordinates in manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with co-workers, tenants, agents, operators, property owners, attorneys, and elected officials and others.

Ability to interpret and enforce codes and regulations firmly, tactfully, and impartially.

Ability to express ideas clearly and concisely both orally and in writing.

## MINIMUM QUALIFICATIONS

Bachelor's Degree and experience of the type, duration, 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 of housing, zoning, boiler or business licensing, as announced; or an equivalent combination of education, experience and training.

## CONDITION OF EMPLOYMENT

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

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