

## PROPERTY STANDARDS INSPECTOR I

### NATURE AND VARIETY OF WORK

This is entry-level technical inspection and code enforcement work designed to establish and maintain housing, community, and business standards in the areas of basic structural safety, sanitation, comfort, appearance, permitted use of property, licensing, environmental and related provisions by enforcing applicable housing, zoning, business licensing and related codes, ordinances, and regulations. Subject to extensive public contact, incumbents conduct routine inspections of residential/commercial/industrial properties, buildings, environments, and right-of-ways in order to attain compliance with applicable codes. Field work is performed under close supervision by a higher level inspector and independent field judgments are not made except in the most routine cases. Upon the satisfactory completion of the probationary period, entry-level inspectors may be promoted to the II full-performance level. Unsatisfactory performance during the probationary period will result in termination of the entry level inspector.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

#### Characteristic of All Functional Areas

Makes on-site field inspections of routine/less complex assignments in order to determine if properties/establishments/environments/vehicles are in compliance with applicable codes.

Issues written code violation notices/monetary fine citations to responsible party(ies) (e.g., property owners, agents, operators, and tenants) in order to inform them of situations that do not comply with established codes.

Discusses the particular circumstances prior to and/or after the issuance of a violation notice with responsible party or agent in order to consider appropriate actions that will gain code compliance.

Discusses the nature of complaints with complainant in order to determine if there are any possible violations.

Maintains code case documentation and chronology of case actions in order to provide information for potential use in appeal hearings and in court.

Gathers/obtains relevant information and data through approved agency techniques/procedures (e.g., interviews, direct observation, on-site field visits, research of

records and documents) as part of the investigative process which will assist in the resolution of complaints/cases filed by complainants in accordance with established codes, policies, and procedures.

Makes written advisory and instructional code enforcement case recommendations to supervisor in order to gain compliance with applicable codes.

Testifies at hearings/court in order to provide pertinent evidence regarding the adjudication of code violation cases.

Confers/coordinates with others (e.g., inspectors, responsible/interested parties, the general public, elected officials, divisions/agencies) in order to address and assist in the resolution of code enforcement matters.

Attends meetings and training sessions in order to maintain and enhance proficiency in code enforcement work.

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.

Performs the above in the following specialty areas:

#### Existing Housing

Orders occupants to immediately vacate properties due to unfit/life threatening situations in order to preserve and maintain life.

#### Zoning

Conducts inspections/surveillance of residential/commercial/industrial properties in order to detect violation and ensure compliance with applicable codes.

#### Boiler

Conducts inspections of all boilers/hot water heating vessels located on residential/commercial/industrial properties to detect violations and to ensure compliance with applicable codes.

Removes from service any boiler or mechanical equipment that poses as an imminent hazard until appropriate repairs are made.

### Business Licensing

Conducts inspections/surveillance of residential/commercial/industrial properties and certain motor vehicles in order to detect violation and to ensure compliance with applicable codes.

Initiates/prepares purchase requisitions in order to initiate the forced clean-up of properties when responsible party/owner does not comply with applicable codes.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of technical standards, methods, and techniques related to one of the assigned functional areas (e.g., housing, zoning, boiler, business licensing, environmental).

Knowledge of social, economic, and demographic factors or basic trades standards relating to applicable functional areas.

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.

Ability to prepare and maintain a variety of records and reports.

Ability to provide testimony at hearings/court.

Ability to operate and maintain equipment/instruments for sampling, testing, or measuring.

### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent, plus 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.