

## PROPERTY STANDARDS INSPECTOR III

### NATURE AND VARIETY OF WORK

This is senior-level limited supervisory 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, boiler, business licensing and related codes, ordinances, and regulations. Subject to extensive public contact, incumbent handles a caseload of the more difficult and complex inspectional and code enforcement work and may lead lower level inspectors or may assume the duties of an Inspector IV in their absence. Assignments require independent and evaluative thinking and the application of a variety of technical methods and standards which are carried out in accordance with applicable codes, ordinances, and established guidelines. Work is performed under the general supervision of a higher level supervisor.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

#### Characteristic of All Functional Areas:

Makes on-site field inspection 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, operations, 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  
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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 code.

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

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

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.

Functions as a senior lead inspector with subordinate lower level inspectors. Incumbent may assume the duties and responsibilities of an Inspector IV in their absence.

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 insure compliance with applicable codes.

#### Boiler/Mechanical

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

### Business Licensing

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

### Environmental

Conducts inspections of County and privately owned properties in order to (1) determine the validity of complaints, (2) conduct surveys to detect violations, and (3) to insure 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 the Prince George's County geographical area in order to route daily inspections in the most efficient and timely manner.

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

Ability to lead/supervise lower level Property Standards Inspectors.

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

Ability to accurately read and interpret maps and plans.

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 plan, organize, and conduct inspections.

Ability to provide testimony at hearings/court.

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

Ability to operate a computer terminal.

#### 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.

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