

PROPERTY STANDARDS INSPECTOR IV

NATURE AND VARIETY OF WORK

This is supervisory-level code enforcement and inspectional work responsible for planning, coordinating, and directing a unit of inspectors seeking compliance with applicable codes, ordinances, and standards (e.g., housing, zoning, boiler, abandoned vehicles, business licensing, environmental) in order to maintain property and community standards in the areas of basic structural safety, sanitation, comfort, appearance, permitted use of property, and licensing. Class incumbents are responsible for supervising and monitoring unit activities of lower level inspectors as part of a comprehensive code enforcement program. A significant aspect of the work includes explaining codes, ordinances, and regulations to property owners, tenants, operators, agents, and the general public in order to resolve code compliance problems. Work is performed under the general supervision of a code enforcement officer.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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 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.

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, other agencies, and citizens.

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 to assist in preparing daily/weekly/monthly reports to management on inspection, enforcement, and quality control matters as part of an ongoing effort

to highlight the status and progress of sectional/divisional activity.

Prepares and responds to inquiries from County/State/Elected officials.

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.

Monitors the use and operation of County vehicles equipment and supplies assigned to the section/division by inspecting such items in order to determine if they are being operated/used in accordance with departmental rules and regulations.

Investigates accidents/injuries involving inspections staff in order to determine the nature and cause of the incident and to determine future preventative measures and to prepare and submit related reports.

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

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.

REQUIRES KNOWLEDGES, SKILLS AND ABILITIES

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

Thorough knowledge of the Prince George's County geographic area in order to route daily inspections in the most efficient and timely manner.

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

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

Ability to train and supervise subordinate code enforcement inspectors.

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

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

Ability to accurately read and interpret maps and plans.

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.

Ability to operate modern office equipment.

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, abandoned vehicles 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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