



City of District Heights Police Department



VACANCY ANNOUNCEMENT CODE ENFORCEMENT OFFICER

Open until filled

The City of District Heights is soliciting applications for qualified interested individuals, to fill a vacancy in the open competitive position of Code Enforcement Officer on a permanent basis.

In order to be considered for a permanent appointment to this position, the successful applicant will need to fulfill a one year probationary period as a Code Enforcement Officer in the City of District Heights. This vacancy is a full-time position.

ESSENTIAL DUTIES OF THE POSITION:

This position is responsible for the enforcement of specific local laws titled, Code of Ordinances, for the City of District Heights, but not limited to those pertaining to building, zoning, land use, subdivisions, site plans, multiple dwellings, mobile homes, unsafe structures, signs, junk and abandoned vehicles, excavation, demolition, dumping, garbage and refuse, floodplain and storm water management, fencing, grass, dogs running at large, trees, as well as the State of Maryland and the Prince Georges County, Fire Protection and Building Code, and also the issuance of permits and the conducting of related inspections in connection with those matters.

Typical work activities include: reviewing plans of proposed structures for compliance with all applicable state and local codes; conducting inspections of structures under construction and existing structures to insure compliance with applicable codes; maintaining Departmental records as required by law; investigating complaints of code violations and assisting in the prosecution of violators; serving notices of code violations on property owners; performing re-inspections to determine if violations have been corrected; providing routine information to the public in regard to building, plumbing, housing and zoning codes and the multiple residence law; providing administrative support to the Code Enforcement office and documenting and maintaining records of violations of the Code of Ordinances for the City.

REQUIRED KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS:

Some working knowledge of the requirements of the State of Maryland, Prince Georges County Fire Protection and Building Code and local building, plumbing, housing and zoning codes; good knowledge of the City of District Heights Code of Ordinance; ability to read and interpret plans and specifications; ability to be firm, yet courteous with the

public; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from high school or possession of a State of Maryland high school equivalency diploma and one (1) year of experience in Code Enforcement, building construction, the building trades or building inspections; or
- (b) Graduation from a regionally accredited or Maryland State registered college or university with an Associate's Degree in Code Enforcement, Building Construction or a related field.

SPECIAL CONSIDERATION:

Special consideration will be given to applicants who have a Certification as a Code Enforcement Officer in the State of Maryland. **VETERANS WELCOME!**

SALARY RANGE:

Salary for this position will be \$20.00 per hour; depending upon experience and qualifications. **Competitive benefits package offered.**

Interested applicants may submit their cover letter and resume to M. Watkins by email watkinsm@districtheights.org or by mail to 2000 Marbury Drive, District Heights, Maryland 20747. **OPEN UNTIL FILLED.** No telephone calls please.