



The Town of Forest Heights POLICE DEPARTMENT

Anthony N. Rease, Chief of Police

CODE ENFORCEMENT OFFICER (PART-TIME) ANNOUNCEMENT APRIL 26, 2021 – UNTIL FILLED

JOB DESCRIPTION

The Code Enforcement Officer is responsible for the enforcement of and compliance with codes, laws and development regulations administered by the Town of Forest Heights. This individual may provide code enforcement expertise to the Mayor and Town Council, town departments, citizen, community associations, businesses, and residents. This individual will receive direct supervision from within the Police Department. Work hours for this position in addition to regular hours include some after-hours, weekend, and/or holiday work required. The applicant is an essential employee meaning they are responsible for providing services that are critical functions required to maintain order, peace, safety, and the well-being of residents and visitors to the town of Forest Heights in the event of a critical incident. As such, the applicant will be required to respond to emergencies as needed throughout the Department of Public Works when directed to do so.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED HOURS :

20-25 Hours per week

REQUIRED EDUCATION AND/OR EXPERIENCE:

- Graduation from an accredited high school, vocational school, college course work, or equivalent.
- Minimum of 1-year experience with a regulatory agency or law enforcement agency responsible for the enforcement of municipal codes, ordinances, and laws.
- An equivalent combination of education and experience may be considered in lieu of the educational requirements.

REQUIRED CERTIFICATES AND/OR LICENSES:

Administrative Office: 301-839-4040 | Non-Emergency: (301) 352-1200 | Emergency Dial: 911
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- Possession of a valid driver's license in good standing. Must provide a copy of driving record prior to employment
- Must obtain ICC certification as Property Maintenance & Housing Inspector within eighteen (18) months of employment
- Other certifications and/or coursework as required for the needs of the department

OTHER DESIRABLES:

- Background in land planning, zoning, criminal justice, law enforcement, code enforcement or previous experience in a regulatory agency or property management environment
- ICC certification in any one or all the following: Building Inspector, 1 & 2 Family Electrical Inspection, 1 & 2 Family Plumbing Inspections, Combination Inspector.

SKILLS (Communication/Language; Mathematical; Computer; etc.):

- General knowledge of building, plumbing, electrical codes, Livability Code, Property Maintenance Codes, zoning regulations, and permitting procedures general knowledge of other town codes, ordinances, policies, and regulations
- Knowledge of the legal procedures relating to the enforcement of town codes, ordinances, policies, and regulations
- Strong and effective verbal / written communication and interpersonal skills
- Ability to write and articulate information, prepare inspection reports and documentation, prepare municipal infractions and record information concerning inspections, violations, and corrective actions
- Ability to interpret code requirements and to apply reasonable requirements to appropriate situations
- Ability to maintain an effective working relationship with co-workers, citizens, merchants, landlords, tenants, violators, and others handling difficult and sensitive situations using sound, independent judgment within general policy and legal guidelines
- Knowledge of modern office practices and procedures, which include filing and computer knowledge (preferably Microsoft Office)



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- Ability to follow OSHA standards as they apply to code enforcement situations.

PHYSICAL DEMANDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is occasionally required to climb ladders ramps and rough terrain to access and inspect various situations. The employee is frequently required to stoop, kneel, crouch and access confined spaces. The employee must be able to stand and/or walk for long periods of time. Specific vision abilities required by this job include the ability to observe and inspect items directly in front or to either side of self, to assess items at a distance, to distinguish colors, depth perception, and ability to adjust focus

WORK ENVIRONMENT/CONDITION:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may be exposed to confrontational situations (verbal abuse to physical contact) arising from contact with citizens in the performance of compelling violators to obey laws or during service of notices of violation or other legal documents. The employee in this position is occasionally required to work in the field. The employee is occasionally exposed to outside weather conditions to include wet and/or humid conditions, extreme cold, and extreme heat. The employee regularly works a small portion of each day in a typical office setting. While performing the duties of this job, the employee: may be exposed to harmful fumes, toxic airborne particles, lead paint, vermin such as cockroaches, fleas, lice, bed bugs, and noxious plants; may be exposed to potentially harmful agents from the extermination process; may interact with persons with communicable diseases and common viruses; may be exposed to hazardous conditions arising from unsafe building conditions and improperly installed building components and electrical equipment, and may work in confined spaces and in and around unsafe structures and/or equipment. The noise level in the work environment is usually moderate.



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Equal Opportunity Employer

EMAIL RESUMES & COVER LETTER TO PDCandidate@forestheightsmd.gov