



DEPARTMENT OF

HOUSING AND COMMUNITY DEVELOPMENT

Salary: \$39,735.00

Type: Full Time

Benefits: Full Benefits

Closing Date: 04/11/23

About HCDD

The Housing and Community Development Department is made up of three different departments: Code Enforcement, Neighborhood Relations, and Housing First. These functions of HCDD are all supported by and work closely with the Community Development Grants and Finance segments of the City to achieve a better Salisbury for today and the future to come.

Profile

Under the Supervision of the Assistant Director of HCDD, Code Compliance Officers, perform a variety of administrative, technical and investigative duties in direct support of the City of Salisbury property maintenance and zoning municipal code. In support of the Housing and Community Development Department, Code Compliance Officers play a vital role in the rental property and landlord licensing program as well as directly assisting in community improvement service projects.

Preferred Education

- High school diploma or G.E.D.

Preferred Experience

- At least one (1) year of experience in municipal code enforcement preferred or equivalent training, education, and/or experience.

Requirements/Certifications

- Valid Class C Driver's License
- ICC Property Maintenance and Housing Inspector Certification preferred; must acquire certification within one (1) year of hire.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD

Classification Description

Classification Title: Code Compliance Officer I

Grade: 7

Department: Housing & Community Development

FLSA Status: NE

Date: 03/15/23

Position Profile:

Under the Supervision of the Assistant Director of HCDD, Code Compliance Officers, perform a variety of administrative, technical and investigative duties in direct support of the City of Salisbury property maintenance and zoning municipal code. In support of the Housing and Community Development Department, Code Compliance Officers play a vital role in the rental property and landlord licensing program as well as directly assisting in community improvement service projects.

Duties and Responsibilities

- Performs a variety of field and office duties in the support of the City's code compliance program by enforcing compliance with City regulations and ordinances such as land-use, nuisance housing, building codes, health and safety, blight, graffiti, waste water, receives and responds to citizen complaints, supports other agency requests regarding code compliance and zoning matters.
- Conducts field investigations such as property inspections, for violations, issues and post warning and violation notices, corrective action notices, orders to comply, citation issuing and service and other related documentation to enforce the City's code compliance program; gathers evidence for legal actions initiated by the City and attends court hearings as required.
- Prepares and maintains files, documents and written reports as required for investigations, inspections, follow-up and enforcement actions; patrols assigned areas to identify and evaluate ordinance violations and/or problem areas for future enforcement.
- Attends meetings to gather and/or present information, conduct research to assist with in, drafting and revising municipal code and standard operational procedures.
- Assist in maintenance and service support to the City's abatement program to include; lawn mowing and lawn maintenance, tree trimming, rubbish removal, graffiti removal, board-ups, and other work resulting from code enforcement.
- Performs other duties as assigned.

Skills Proficiency:

- Excellent organizational and interpersonal skills including written and verbal communication skills.
- Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies and procedures.

- Assist team members with enforcement actions work as a member of a team.

Leadership: Provides guidance and training to the public concerning municipal code enforcement processes.

- Collaborates with the Housing & Community Development staff, as well as other City departments.
- Acts as a representative of the city to the public.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers and affiliates.
- **Problem Solving:** Improves, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.
- **Work Performance Standards:** Working knowledge of Microsoft Office Suite and other computer programs. Ability to multi-task and prioritize work and effectively communicate with others.

Education and Experience

- High school diploma or G.E.D;
- At least one (1) year of experience in municipal code enforcement preferred or equivalent training, education, and/or experience.
- Valid Maryland Driver's License.

Certificates, Licenses, Registrations, Skills:

- Valid Class C Driver's License
- ICC Property Maintenance and Housing Inspector Certification preferred; must acquire certification within one (1) year of hire.

Physical Requirements

- Work requires physical effort in the handling of materials up to 50 pounds as well as a furniture and small appliances and/or continual standing or walking 60%+ of the time.
 - Work environment involves everyday risks or discomforts which require special safety precautions working on construction sites, around chemicals, moving parts, equipment, or machines, etc. and observance of traffic signals when driving as well as those typical of such places as offices or meeting and training rooms, eg., use of safe work place practices with office equipment, avoidance of trips & falls, observance of fire & building safety, as well as incident/accident site protocols. Duties may require working in adverse weather conditions.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.