



DEPARTMENT OF

# HOUSING AND COMMUNITY DEVELOPMENT

## CODE COMPLIANCE OFFICER

**Salary:** \$42,330

**Type:** Full Time

**Benefits:** Full Benefits

**Date Posted:** 05/30/24

### 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

H.S. Diploma or GED

### 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](https://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. Jobs will be posted for a minimum of 2 weeks.

## City of Salisbury, MD

### Classification Description

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**Classification Title:** Code Enforcement Officer I

Grade: 5

Department: Housing and Community Development Department

FLSA Status: NE

Date: 05/28/2024

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**Position Profile:** Under the general supervision of the Code Compliance Manager, Code Enforcement 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 Enforcement 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**

**Administrative Management:** Performs a variety of field and office duties in support of the City's code enforcement program by enforcing compliance with City regulations and ordinances such as land use, nuisance housing, building codes, health and safety, blight, graffiti, wastewater, receives and responds to citizen complaints, and other agencies' requests regarding code enforcement and zoning matters.

- Conducts field investigations such as property inspections, for violations, issue and post warnings and violation notices, corrective notices, orders to comply, and other related documentation to enforce the City's code enforcement program; gathers evidence for legal actions initiated by the City, and attends court hearing as required.
- Prepares and maintains files, documents, and written reports as required for investigations, inspections, and enforcement actions; patrols assigned areas to identify and evaluate problem areas, and/or ordinance violations;
- Attends meetings to gather and/or present information, and conduct research to assist with drafting, and revising code and standard operational procedures.
- Assists in providing maintenance and service support to the clean and lien program of the Housing and Community Development Department including lawn mowing and lawn maintenance, tree trimming, rubbish removal, graffiti removal, board-ups, and other work assigned to result in code enforcement
- Perform duties and inspections after normal business hours, Code Enforcement maintains an afterhours on-call schedule in support of the City's emergency operations.
- Working knowledge of Microsoft Office Suite and other computer programs.
- Performs other duties as assigned.

**Skills Proficiency/Strategic Planning:** Develop a working knowledge of the City of Salisbury Municipal Code, and Code Enforcement practices in the State of Maryland.

- Excellent organizational and interpersonal skills including written and verbal communication skills;
- Working knowledge of department practices and procedures;
- Working knowledge of Microsoft Office Suite and other computer programs
- Effectively and efficiently organize and track department records.

**Leadership/Team Leader:** Provides guidance and oversight to employees/citizens of Salisbury by communicating information and explaining policies.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, and organizational interpersonal skills.
- Provides direction, and assists in resolving problems encountered.
- Collaborates with team members, property owners, and other departments within the city.

**Stewardship/Financial:** Ensures that city resources and property are in working order and well maintained.

- Responsible for the employee's assigned vehicle and operates within city guidelines and policies.
- Responsible for the proper and appropriate use of assigned city devices and email accounts.

**Development/Leadership Development:** Support department service initiatives and continuously work on professional development.

- Participate in department/city service projects.
- Work on improving leadership skills by attending relevant meetings and trainings.

### **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, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, 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.

### **Education and Experience**

- High school diploma or G.E.D;
- At least one (1) year of experience in municipal code enforcement is preferred;
- Or equivalent training, education, and/or experience; and
- Valid State of Maryland/Delaware Driver's License.
- International Property Maintenance Inspector Certification preferred; must acquiring certification within one year of hire

### **Physical Requirements**

- Work requires physical effort in the handling of materials up to 50 pounds as well as furniture and small appliances and/or continual standing or walking 60%+ of the time.
  - Work environment involves risks or discomforts that require special safety precautions e.g., 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, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations. 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.