



CODE ENFORCEMENT OFFICER I

City of Cambridge, Maryland

Classification: Non-exempt

Pay Grade: 6

Pay Range: \$41,200 to \$50,500

Benefits Summary : This is a full-time, benefitted position with health insurance, a State of Maryland pension, 13 paid holidays annually, vacation, sick leave and more.

Job Summary: The Code Enforcement Officer is responsible for enforcing the property maintenance codes of the City of Cambridge. The position holder proactively looks for property code violations, documents said violations, reports the violation(s) to property owners, and manages the case(s) until resolved. This position also responds to resident concerns. The position holder also is expected to conduct residential inspections of living quarters for basic health and safety as identified in the city inspection checklist. The office holder reports to the Building Safety Division Director.

POSITION DESCRIPTION

The Code Enforcement Officer is an entry level position with the City of Cambridge. The Code Enforcement Officer is responsible for reading and applying legal standards, examining building conditions primarily on the exterior of structures, drafting letters providing notice of violations, ensuring the due process requirements are met, and tracking data to ensure compliance. Assignments require the use of discretion and care in the handling of information, as well as professionalism, tact, and diplomacy in interacting with internal and external staff, management, and stakeholders in the planning and coordination of work efforts.

This is a non-exempt, classified position. Work hours for this position are generally Monday through Friday from 8:00 a.m. to 4:30 p.m. Some occasional weekends may be assigned with equivalent weekdays off during the same pay period. Some overtime opportunities will exist with the advanced approval of the Building Safety Division Director. Workers have a one-hour, unpaid, lunch break sometime in the middle of the shift; workers are subject to being called out at times outside of the traditional work hours to handle special cases as assigned.

EXAMPLE OF DUTIES (Includes, but not limited to)

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a

comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities for the Code Enforcement Officer.

- Perform code and residential inspections,
- Enforces city and state codes, issues citations, prepares letters, and gives warnings to property owners,
- Receives and investigates citizen complaints,
- Investigates property and code issues,
- Communicates code issues with other divisions, departments, various utility providers, state and/or federal agencies using email, telephone communication, text, and written corresponds,
- Maintains and updates data in city electronic and paper databases,
- Maintains confidentiality of information pursuant to Maryland laws and City of Cambridge policies and procedures, and
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

The following qualifications are required for consideration of this position:

- High School graduate or general equivalency degree required. Post high school training preferred.
- Five or more years of work experience preferred.
- Construction experience and knowledge of construction strongly preferred.
- Experience in overseeing projects requiring government reporting preferred.
- Significant experience in dealing with difficult customers or residents required.
- Demonstrated ability to read and write required.
- Knowledge of and experience with code enforcement or compliance preferred.
- Ability to establish and maintain effective working relationships with consultants, property owners, developers, business owners, residents, and other employees required.
- Ability to explain regulations and requirements, clearly and concisely, orally and in writing, to various audiences including residents, property owners, property managers, co-workers, and outside agency staff required.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact required.
- Experience in record keeping and filing preferred.
- Excellent interpersonal skills required.
- Ability to communicate orally effectively in person and on the phone required.

Effective computer skills including database management, report writing, and knowledge and proficiency with GIS and app-based systems or ability to develop said knowledge within a reasonable time frame is required.

LICENSE

Possession of or ability to obtain a valid "Class C" non-commercial Maryland driver's license. Driver's License is to be in good standing and acceptable by the City of Cambridge's insurance company.

Also, must become ICC Property Maintenance and Housing Inspector certified within two years from the date of hire.

PHYSICAL CLASS

Requires the ability to perform the functions of the job which require operating both indoors and outdoors; walking frequently, driving a vehicle daily, getting in and out of a car frequently; visiting multiple locations daily in all types of weather and conditions, including exposure to pollen and dust.

- Requires cardiovascular fitness to walk across properties, up and down flights of stairs daily at various locations and over varying terrain.
- Requires sufficient ambulatory ability to move about the office and outdoor field locations and to bend, stoop, reach, and climb.
- Requires the ability to alternatively sit and stand for sustained periods of time.
- Requires near and far visual acuity to read reports, printed material, computer screens, observe moving objects, and observe physical layouts.
- Requires manual and finger dexterity as well as hand-eye coordination to write and to operate computers and other office equipment.
- Requires the ability to hear and communicate verbally.
- Requires the ability to lift and carry light objects not expected to exceed 10 pounds.

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.

PRE-EMPLOYMENT

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting.

PROBATIONARY PERIOD

All City of Cambridge employees are subject to a one (1) year probationary period provision as specified in the employee handbook. Probationary, temporary, provisional, and seasonal employees serve at the pleasure of the City and are "At-Will."

OTHER:

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

Classification Amended: June 2023