CLASS TITLE: Code Enforcement Officer I	
STATUS: Non-Exempt	
PAY GRADE: 205	PAY RANGE: $48,839 - $71,929

Summary Objective

The purpose of this position is to enforce the property maintenance codes of the City of Cambridge. This position proactively looks for property code violations, documents said violations, reports the violation(s) to property owners, and manages the case(s) until resolved. 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.

This job works under close to general supervision according to set procedures but determines how or when to complete tasks.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs 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.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- One year of construction, code enforcement, compliance or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Cambridge and an employee and is subject to change by the City as its needs change.

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PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.
  - Extreme noise levels, Animals/wildlife.
  - Vibration; Fumes and/or noxious odors.
  - Traffic; Moving machinery.
  - Electrical shock; Heights.
  - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must become ICC Property Maintenance and Housing Inspector certified within two years from the date of hire.
- Must possess and maintain a valid state driver's license to be in good standing and acceptable by the City of Cambridge's insurance company.

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."

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Cambridge is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

Employee / Date

Supervisor / Date

Human Resources Department / Date