



# City of Seat Pleasant Position Description

POSITION DETAILS			
Position Title:	NCC Inspector	Annual Salary Range:	\$60,000.00-\$65,000.00
Department:	Police Department	Closing Date: March 2, 2026	
Reports to:	Chief of Police		
Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> N/A		
Employment Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractual <input type="checkbox"/> Seasonal		

## **Why Join the City Of Seat Pleasant?**

The City of Seat Pleasant is a dynamic, forward-moving municipal government committed to delivering high-quality services, strengthening community trust, and fostering a culture of excellence. At the City of Seat Pleasant, you become more than an employee. You become part of a close-knit community that believes in service, integrity, and continuous growth. Our workforce is dedicated to making a meaningful difference in the lives of our residents, and we support that mission by creating a workplace where every voice is valued and every contribution matters. We provide a supportive team environment, opportunities for professional advancement, competitive benefits, and the chance to help shape the future of a vibrant and diverse city. Joining our team means stepping into a role with purpose and becoming part of an organization that is committed to excellence in public service.

## **Position Overview**

The role of Neighborhood & Commercial Compliance Inspector performs technical work involving the proactive and reactive compliance resolution of City codes and ordinances throughout the City. The employee is responsible for coordinating and administering the abatement process, assessing, evaluating, and enforcing compliance with all applicable regulatory standards and requirements with the objective of ensuring the safety, health and general welfare of the public and business community. The employee performs essential functions as outlined herein according to assigned functional areas, e.g., rental structures, neighborhood services, nuisance abatement.

## **Key Responsibilities**

- Responding to and investigating citizen complaints regarding nuisances and code violations; attempting to alleviate violation by negotiation; issuing official notices or citations to correct violations; preparing cases and testifying in court; preparing and maintaining files and records.
- Investigates citizen complaints regarding code violations and nuisances such as illegal dumping, home businesses, illegal construction or occupancy, tallgrass, weeds, dilapidated structures, trash, debris, etc.
- Communicates with business and property owners and homeowner associations concerning violations.
- Conducts inspections to ensure compliance and commercial property use and occupancy codes.
- Performs field inspections and re-inspections of rental housing for compliance with building, plumbing, electrical, and/or mechanical codes and other such duties as may be applicable and consistent with this job description.
- Prepares reports for supervisor regarding owners to owner-occupant's deficiencies to be corrected.
- Conducts re-inspections to determine adequacy of repairs made.
- Receives complaints about defective construction and handles abatement problems.
- Answers questions from private citizens, contractors, and builders, and does basic plan checking to determine



# City of Seat Pleasant

## Position Description

compliance with codes.

- Responds to citizen complaints regarding nuisances and alleged code violations.
- Investigates reported nuisances and code violations to determine compliance.
- Attempts to resolve violations through negotiation and voluntary compliance.
- Issues official notices, warnings, or citations to correct violations when necessary.
- Prepares enforcement cases and provides testimony in court as required.
- Prepares, maintains, and organizes case files, documentation, and official records.
- Confers with tenants and owners on code compliance matters.
- Reviews building plans and specifications for compliance with codes.
- Assists with environmental and related code inspections.
- Make reports and keep records regarding inspections.
- Issues warnings, official notices, and citations as necessary to obtain compliance.
- Prepares cases and testifies in court, obtains court orders to abate violations.
- Administers and inspects for compliance with sign ordinances.
- Reviews signed applications and permits.
- Assists animal control abatement.
- Conducts research and develops recommendations for code amendments to the City Council.
- Performs other duties as applicable or assigned.

### **Required Qualifications**

- High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by one year of related experience, e.g., code inspection or the like, or any equivalent combination of education, training, and experience.
- Bilingual abilities are preferred.
- Possession of an appropriate driver's license valid in the State of Maryland.

### **Working Conditions**

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requiring walking, stooping, climbing, standing and repetitive motions.
- Verbal communication is required.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

### **Selection Criteria**

- Special Notices: Employees in this position are subject to random drug and alcohol testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.
- Resume: Qualified candidates are encouraged to submit a cover letter including salary requirements and resume to [jobs@seatpleasantmd.gov](mailto:jobs@seatpleasantmd.gov) Cover letter should include position title. **NO PHONE CALLS**



# City of Seat Pleasant Position Description

## **Equal Opportunity & Reasonable Accommodation Statement**

The City of Seat Pleasant is an Equal Opportunity Employer committed to creating an inclusive and respectful workplace for all employees. The City provides equal employment opportunities to all individuals regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, veteran status, or any other protected characteristic under federal, state, or local law.

Applicants who require a reasonable accommodation during any part of the application or hiring process may contact the Human Resources Department to request support. Employees may also request reasonable accommodations at any time during their employment.

## **Disclaimer**

This job description is designed to outline the general nature and level of work performed by individuals assigned to this position. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications associated with the role. The City of Seat Pleasant reserves the right to modify, add, or remove duties as needed to meet operational requirements.