



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

Job Description

CODE COMPLIANCE OFFICER (Part-time)

The Town of Cottage City is soliciting applications for qualified interested individuals to fill the position of Code Compliance Officer on a permanent basis.

In order to be considered for a permanent appointment to this position, the successful applicant will need to fulfill a one-year probationary period as a Code Compliance Officer in the Town of Cottage City. This vacancy is a part-time position.

ESSENTIAL DUTIES OF THE POSITION

This position is responsible for ensuring compliance with specific local laws titled, Code of Ordinances, for the Town of Cottage City, as designated by the Cottage City Police Chief. Including, but not limited to those pertaining to building, zoning, land use, subdivisions, site plans, multiple dwellings, unsafe structures, signs, junk and abandoned vehicles, excavation, demolition, dumping, garbage and refuse, floodplain and stormwater management, fencing, grass, dogs running at large, trees, as well as the State of Maryland and the Prince Georges County, Fire Protection and Building Code, and also the issuance of permits and the conducting of related inspections in connection with those matters.

Typical work activities include: reviewing and ensuring all applicable state and local permits are valid and posted; conducting inspections of structures under construction and existing structures to ensure compliance with applicable codes; maintaining Departmental records as required by law; investigating complaints of code violations and assisting in the prosecution of violators; serving notices of code violations on property owners; performing re-inspections to determine if violations have been corrected; providing routine information to the public in regard to building, plumbing, housing, and zoning codes and the multiple residence law; providing administrative support to the Code Compliance office and documenting and maintaining records all violations of the Code of Ordinances for the City; forward all noncompliance cases to local courts; represent the Town on all noncompliance court cases; handle all abatement cases; assist with Public Works Department with all abatements; oversee business license process; oversee vacant



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dwelling program; assist the Police Department with community outreach projects; assist Public Works Department with minor community projects.

REQUIRED KNOWLEDGE, SKILLS:

Some working knowledge of the requirements of the State of Maryland, Prince Georges County Fire Protection and Building Code, and local building, plumbing, housing, and zoning codes; good knowledge of the Cottage City Code of Ordinance; ability to be firm, yet courteous with the public; tact; good judgment; physical condition commensurate with the demands of the position.

Job Type: **Part-time**

Pay: **\$20.00 - \$26.00** per hour depending on experience.

Education:

- High School Diploma (Required)
- Associate (Preferred)

Experience:

- Code Compliance: 1 year (Preferred)
- Blueprint Reading: 1 year (Preferred)

License/Certification:

- Driver's License (Required)
- Code Compliance Officer in the State of Maryland. (Preferred)

Work Location: Town of Cottage City