

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 002224  
Grade 20  
FLSA: N**

**CODE ENFORCEMENT INSPECTOR III\***

**DEFINITION OF CLASS:**

This is full performance level work enforcing compliance with codes, ordinances, rules and/or standards of assigned County or State programs and/or contracts in solid waste services, animal services, environmental services, taxicab services and other enforcement program areas in the fields of sanitation, public safety, etc. It requires considerable knowledge and skillful application of specialized bodies of information, methods and techniques and the exercise of independent judgement to take actions (including program outreach) or make decisions after the mature consideration of alternatives. Contacts in this class include co-workers, workers in related units or agencies (including police officers, deputies and County attorneys), residents, property or business owners, contractors (and their agents, representatives and employees), taxi operators, taxi company owners/employees, and other members of the public sector, the general public and the private sector. Key purposes of contacts are to provide effective information (such as rules, steps, methods and schedules), advice and solutions about program and enforcement issues while carrying out program services and/or compliance tasks. It also includes regularly recurring, substantive public outreach or education to individuals and groups concerning program content to improve the program knowledge of the audience and indirectly increase acceptance and cooperation and improve compliance and effectiveness. Public service/assistance in this class predominantly concerns routine, frequent code enforcement functions, such as assistance to citizens and other public customers (including receipt or acknowledgement and investigation of complaints), and typically involves immediate assistance or information provided to complainants, disputants, residents, passers-by, applicants, etc.

Employees in this class conduct routine and non-routine surveillance activities, field inspections, service calls, other compliance-related duties and, at times, special projects such as presentations to community groups. Work includes explaining and interpreting codes and programs, attempting to obtain voluntary participation or compliance, recommending or taking enforcement action, preparing brief reports and drafting basic correspondence, attending training courses, gathering evidence, preparing cases for court, testifying in court, and providing special information to the public and other types of program outreach. Assignments vary and require analysis of conditions and issues, and selection and application of various methods and standards. They are carried out consistent with applicable codes, ordinances, rules and/or standards, as well as program, unit and supervisory policies. Typically, work is reviewed through direct observation, written and verbal reports, discussions and conferences and other ways and means for quality, quantity, timeliness and other factors, including adherence to policies. An employee in this class uses initiative in carrying out recurring assignments independently without specific instructions and is typically responsible for planning and scheduling one's own workday, consistent with program requirements and staff coverage. As seasoned full performance level workers, employees in this class typically work under general supervision. The adequacy and effectiveness of responses to calls for service, inspections, investigations and other work affect the environment, public sanitation, public safety, etc. and the well being of County residents. Work is performed indoors and outdoors in all weather conditions and

involves exposure to the elements. Most employees in this class are subject to dust, dirt and grease. In some work situations, the employees come into close, continuing contact with filthy areas, bodily fluids and wastes, and other adverse environmental or very disagreeable conditions on a regular basis. A few employees in this class must wear a respirator, eye protection, ear protection, a hard hat and take care on a regular basis due to enveloping clouds of dust and particulates, high noise levels, and quickly moving in-and-out traffic in a fast-paced process that occurs in a space-limited area. Some employees come into regular contact with vicious or unleashed animals, bacteria, disease and pests; handle dangerous animals; use traps, cages, nets, snake tongs, catchpoles and more; work with animal control drugs and in dilapidated structures; encounter hostile or unpredictable people on a regular basis; and participate in searches and raids with law enforcement personnel at times. They wear protective vests and head gear and may have to use pepper spray. Most employees in this class are subject to rude or unpredictable behavior by some of the people encountered. Most work in this class requires long periods of driving, standing, walking, standing, climbing, stooping, regular lifting of objects that weigh up to 20 pounds, occasional lifting of objects that weigh up to 50 pounds and the application of equivalent forces in pushing, pulling, etc. Some employees in this class conduct inspections and respond to complaints or other calls for service late at night, in early in the morning, weekends, etc. and may have to work rotating schedules and/or serve time on call.

### **EXAMPLES OF DUTIES: (Illustrative Only)**

#### **In All Program Areas**

- Enforces County and State codes, ordinances, rules and/or standards in assigned area(s).
- Conducts routine and non-routine observation/surveillance activities and field inspections, makes service or courtesy calls, and investigates problems and complaints.
- Explains, interprets and applies codes and regulations. Tries to gain voluntary compliance, then recommends or takes other enforcement action(s).
- Gathers evidence, issue violation notices or civil citations, prepares for cases and testifies in court.
- Prepares brief written reports and drafts basic correspondence.
- Provides special program information to the public and other types of substantive outreach to individuals and groups on a regularly recurring basis by working with citizens, business owners, managers and others.
- Attends training courses to maintain up-to-date knowledge of program-related codes, practices, materials and methods.
- Conducts follow up inspections to monitor compliance.
- Determines timeframes and recommends schedules for violators to take corrective action.
- Performs related duties as required.
- Performs the above in the following specialty areas:

#### **Solid Waste Services**

- Monitors activities of solid waste and recycling collectors for contract and code compliance by driving routes and notifying contractor's field or office representative (supervisor) and/or driver-operator of problems and violations identified, including non-collection, early collection, improper procedures, and unsafe/unregistered vehicles.
- Investigates citizens' complaints concerning collection of solid waste and recyclable items, mainly missed pickup complaints, container problems and "be sure to collect" complaints; collects information through observation and/or discussion with citizens and collectors, determines whether a violation exists, facilitates problem resolution with the parties involved, and conducts follow-up inspections, as necessary.

- Provides information to the public individually and in groups and through various types of outreach, working with citizens, business owners, managers and others, concerning collection of solid waste and recyclable items (properties covered, frequency of collection, points of collection, acceptable items, co-mingled materials, safeguards for collectors, claims for losses or damages, etc.).
- Investigates complaints of, and inspects properties, for solid waste violations; confers with property owners, agents, contractors and/or complainants to obtain facts; notifies owners or agents of corrective action required; and determines compliance schedules.
- Prepares brief investigations and inspection reports documenting violations.
- Issues official warnings and civil citations or recommends other enforcement action in cases of continued non-compliance.
- Assists in preparing cases for court by taking photographs, computing and verifying accuracy and adequacy of inspection and investigation reports, and occasionally testifies.
- Checks for solid waste stickers or tags or, as necessary, licenses or proof of residence. Helps keep traffic flowing smoothly at the transfer station to minimize back-ups on the main road. Checks for contaminated loads.
- Monitors operations on the tipping floor of the transfer station, informing and cautioning or citing users on non-compliance.
- May inspect contractor vehicles for conformance with laws and regulations to ensure vehicles are in safe operating condition and leak-proof, and may conduct annual vehicle inspections required for contractors' re-licensing.
- May research tax and related records to confirm or identify property ownership.
- Performs related duties as required.

### **Animal Services**

- Enforces County and State laws and regulations relating to animal control and cruelty to animals.
- Responds to complaints concerning animals running at-large, barking, cruelty, etc. and attempts to resolve problems through voluntary compliance.
- Works with the public and answers questions regarding animal control laws and regulations.
- Works with private agencies (such as the Humane Society) and other public agencies (such as Department of Health and Human Services) on “cross-over” concerns, such as children and animals in filthy conditions.
- Issues civil citations, swears out warrants and testifies before the Animal Matters Hearing Board and in court regarding violations of animal control laws and regulations.
- Captures and transports animals in various situations, including police/sheriff searches and seizures that sometimes includes forced entry
- Confirms rabies vaccination status and license information on domestic animals.
- Completes briefs reports as required.
- Prepares and reviews reports of animal bites, serves quarantine notices, and advises individuals to seek medical attention if necessary.
- Conducts inspections of pet shops and commercial kennels to ensure facility maintenance and care practices comply with laws and regulations.
- Dissects animals using loppers, knives and other tools.
- Works in an on call status, as assigned.
- Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the assigned program area(s), and skill in the application of directly related technical standards, methods, materials and equipment to a full range of varied assignments.
- Considerable skill in interpreting and applying County and State codes, ordinances, rules and/or standards to a full range of varied assignments in the assigned area(s).
- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem in the assigned program area(s). This includes the ability to recognize problems and identify relevant information.
- Interpersonal skills and a customer service orientation to serve and reach out to the public in groups and individually to directly inform and advise on rules and objectives and indirectly improve program participation and voluntary compliance. This includes ability to bridge some cultural barriers.
- Well developed skill in verbal communication to understand verbal information (including facts, instructions, descriptions and ideas) and to express such information verbally so that others will understand. This includes ability to speak to groups, to bridge some language barriers and to encourage effective oral communication by one's daily personal contacts.
- Skill in written communication to understand written information (including facts, instructions, descriptions and ideas) in the form of handbooks, complaints and the like and to express such information in writing in the form of brief reports, letters and the like so that others will understand.
- Ability and willingness to attend meetings and perform a range of assignments, including public outreach, at various locations.
- Ability and willingness to work amid clouds of dust and particulates, in high noise areas, in filth or amid bodily fluids and wastes, bacteria, disease, pests are required in certain program areas.

**MINIMUM QUALIFICATIONS:**

**Experience:** Four (4) years in code enforcement and/or law enforcement work, including two (2) years of code enforcement work directly related to assigned area of specialization.

**Education:** Completion of high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam with Drug Screen.

\*Rabies Vaccine for OAS applicants

**Class Established:** February, 1995

**Classification Study:** June 2001 (M)

**Classification Study:** March 2007 (M)

April, 2010

June, 2010

August, 2013

Medical Protocol per OMS Review: May, 2022