

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

**Code No. 002226
Grade 17
FLSA: N**

CODE ENFORCEMENT INSPECTOR I

DEFINITION OF CLASS:

This is entry-level work enforcing compliance with codes, ordinances, rules and/or standards of assigned County or State programs and/or contracts in such areas as solid waste services, animal services, environmental services, taxicab services and other programs. It requires knowledge and application of an extensive body of rules, procedures, methods, operations and/or techniques. The main contacts in this class include co-workers and workers in related units or agencies, residents, property or business owners or contractors and their agents, representatives and employees, vehicle operators, and other members of the general public as well as others in the private and public sectors to provide proper and 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. Public service/assistance in this class predominantly concerns routine, frequent assistance to public customers. It typically involves immediate assistance or information provided to residents, passers-by, applicants, etc.

Employees in this class conduct routine surveillance activities, field inspections, service calls and other compliance-related duties and may work with more experienced employees in non-routine duties. Core work involves explaining and interpreting codes and program processes, 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 and supporting or providing (or supporting others who provide) information to the public and other types of outreach. Assignments vary somewhat and require some analysis of conditions and issues, and the selection and application of various methods and standards. Problem solving initially involves straightforward situations, then progresses to more complex situations as skills increase. Assignments are carried out in accordance 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, but, typically refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help, face-to-face or electronically. The adequacy and effectiveness of inspections, investigations and other work affect the well being of County residents. Work is performed indoors and outdoors in all weather conditions and involves regular exposure to the elements; in some work situations, it may also bring the employee into close, continuing contact with filthy areas, bodily fluids and wastes, and other adverse environmental or very disagreeable conditions. Some employees in this class will, at times, work in confined spaces and may have to wear a self-contained breathing apparatus or come into regular contact with vicious or unleashed animals, bacteria, disease and pests and have to wear eye protection, gloves and other equipment and take special safety precautions. However, the main hazards in the class as a whole are moving parts and equipment, dirt and dust, improper or unpredictable behavior by people encountered and similar types of risks. 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 observation/surveillance activities and field inspections, makes service or courtesy calls, and investigates problems and complaints.
- Explains, interprets and applies codes, regulations and program processes.
- Tries to gain voluntary compliance, then recommends or takes other enforcement action(s).
- Gathers evidence, issues violation notices or civil citations, prepares for cases and testifies in court.
- Prepares brief written reports and drafts basic correspondence.
- Provides, or supports others who provide, information to the public and other types of outreach 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 identified, including such violations as 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 (or supports others who provide) information to the public concerning collection of solid waste and recyclable 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 investigation 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.
- May sometimes 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 sometimes 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.
- Participates in operation of rabies clinics by handling and controlling animals during vaccination.
- 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:

- Knowledge of the assigned program area(s), and skill in the use of directly related technical standards, methods, materials, techniques and equipment to normally recurring assignments. This includes inspection and enforcement methods and techniques.
- Skill in interpreting and applying County and State codes, ordinances, rules and/or standards to normally recurring assignments in the assigned area(s).
- Ability to solve problems in the assigned program area(s).
- Interpersonal skills and a customer service orientation to serve the public effectively.
- Ability to communicate facts clearly and effectively in English, both verbally and in writing.
- Ability and willingness to attend meetings and perform a range of assignments at various locations.
- Ability and willingness to work in filth or amid bodily fluids and wastes, bacteria, disease, pests are required in certain program areas.
- Ability to read construction drawings and blueprints may be required in certain program areas.

MINIMUM QUALIFICATIONS:

Experience: Two years in code enforcement and/or law enforcement work or in 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 or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam with Drug Screen.

Class Established: August 1973

Revised: December 1973

November 1984

December 1985

August 1989

November 1989

Classification Study: July 1992 (M)

Classification Study: June 2001 (M)

April 2010

August 2013

Medical Protocol per OMS Review: April, 2022